

THE AMERICAN ARCHIVIST

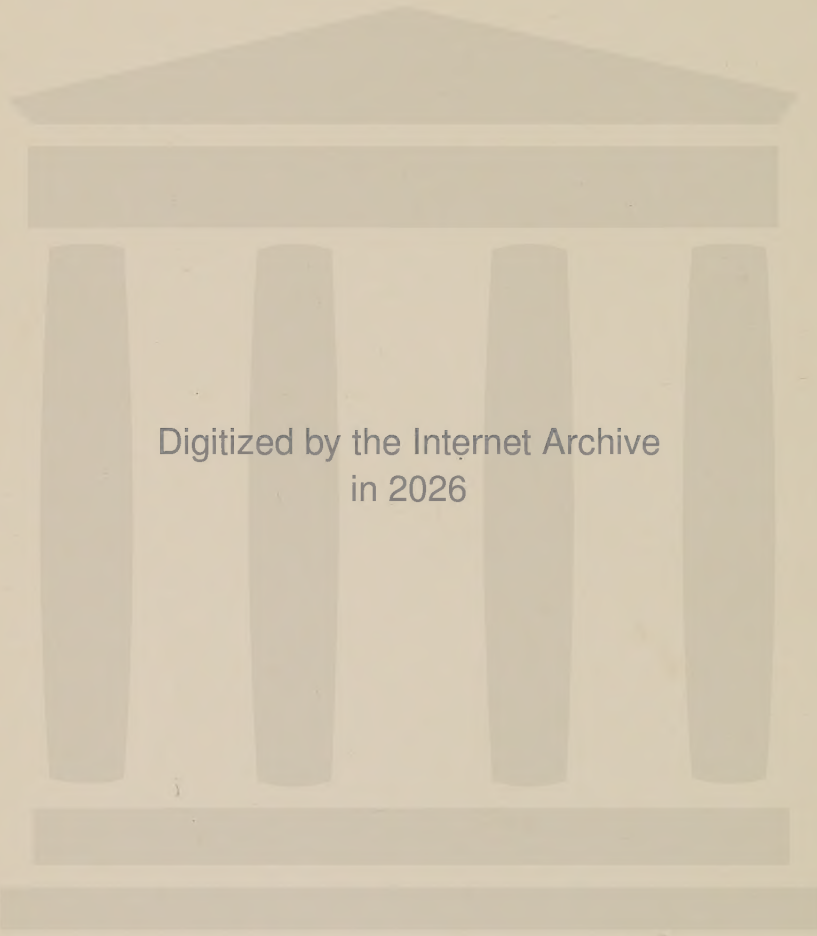
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CONTENTS

The Third Annual Meeting of the Society of American Archivists	WILLIAM D. OVERMAN	I
Reduction of Public Records	EMMETT J. LEAHY	13
Archival Development in the Lower Mississippi Valley	EDWIN ADAMS DAVIS	39
Reviews of Books		
A. F. Kuhlman, editor, <i>Archives and Libraries</i>	CHARLES W. PAAPE	47
Shorter Notices		48
News Notes		52
Abstracts of Archive Publications: Western Europe	LESTER K. BORN	60
Abstracts of Archive Publications: Eastern Europe	OLGA P. PALMER	69

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THE THIRD ANNUAL MEETING OF THE SOCIETY OF AMERICAN ARCHIVISTS

ANNAPOLIS, MARYLAND

OCTOBER 13 AND 14, 1939

THE Society of American Archivists held its third annual meeting in Annapolis, Maryland, October 13 and 14, 1939. The historic city of Annapolis furnished a delightful background for the meeting. There was a total registration of 108. Members came from the South, from the Middle West, from Canada and New England. The papers were of the highest quality and stimulated lively discussion.

The stay in Annapolis was made pleasant by the efficient planning of the Committee on Local Arrangements of which Hon. Herbert R. O'Connor, governor of Maryland, was chairman and Dr. Morris L. Radoff was secretary. Of special note was the luncheon at the Officers' Club at the U. S. Naval Academy, the tour of the Maryland Hall of Records with its courteous staff of workers who generously stayed at their posts until late hours to welcome visitors, and the tour of the historic parts of Annapolis.

Mr. Solon J. Buck, director of publications of the National Archives, presided at the opening session on the Editing and Publication of Archival Documents, in the Mirror Room of Carvel Hall Hotel. Mr. C. C. Crittenden, secretary of the North Carolina Historical Commission read the first paper on "Publication Policies for Archival and Historical Agencies." It was in the nature of a report of the activities of the Committee on Publications of the Society of American Archivists of which Dr. Crittenden is chairman. He first called attention to the main parts of the report of the committee for 1938 suggesting ways of stimulating and aiding the publication of archival material. He then brought the report up to date by outlining the activities of the committee to September, 1939. Among these were plans for the preparation and publication of a manual to cover in a

practical way, the copying, editing, and publication of documentary materials and the re-thinking of the problem of publication in the light of new techniques. Other projects which might be stimulated by the committee were suggested as follows: a manual for the preparation of calendars, inventories, and guides in connection with archives and manuscript collections; an American manual of archival administration; and encouraging the publication of administrative reports by archival agencies throughout the country. He concluded that the committee, or some other agency, might well circularize American archivists for information on accomplishments and plans, and this compiled and occasionally published, preferably in *THE AMERICAN ARCHIVIST*.

The second paper at the opening session was read by Mr. Julian P. Boyd, director of the Historical Society of Pennsylvania, on "St. Columba, Peter Force, and Robert C. Binkley: The Lesson They Teach." Mr. Boyd developed an interesting and informative account of the historical aspects of documentary reproduction from the days of the copyist in the monastery, through the invention of printing, and Peter Force (who served as a symbolic figure representing the work of such men as Sparks, Hazard, and a score of others) to the modern methods of mimeograph, hectograph, and microphotography. He thus drew attention to the new versus the traditional methods of publication. He concluded that traditional methods of publication by printing might be retained for state and national publications, but urged the adoption of the principle of free interchange of documentary material reproduced by microphotography, or some modern process, among local and state agencies. The Historical Society of Pennsylvania, he reported, has officially adopted a principle of free interchange of documentary material with other institutions and has formally abandoned warehouse theories of documentary custodianship.

Mr. Clarence E. Carter, editor of the territorial papers, United States Department of State, led the discussion. Although not condemning the new methods, he cautioned those present of the danger that "the people we are trying to reach may be neglected" by new methods and he proposed that the development of microphotography be fostered but that the publication of extensive series and calendars of federal and state archives be continued in the traditional manner.

He urged caution also in the preparation of a manual of procedure, opposing standardization but approving the usefulness of a mere codification of basic rules.

Mr. Crittenden pointed out that editors of experience and attainment did not need the manual but that it would be a great help to others and solicited the aid and advice of such men as Dr. Carter.

Miss Jean Stephenson, chairman of the Genealogical Records Committee of the Daughters of the American Revolution, emphasized her need for a manual. She stated that she finds it necessary to write about four hundred letters a year to amateur and lay writers outlining rules for copying deeds and other historical work, which, she said, was good on information but poor on style.

Mr. Buck pointed out that a trained French archivist had prepared a manual containing excellent suggestions for the amateur in simple language but that it would not be applicable to problems in this country.

Mr. George J. Miller, director of the Historical Records Survey in New York City, took issue with emphasis on traditional methods and stated that a manual should be available to all who want to work in the records and argued the low cost of microphotography.

Mr. Dorsey W. Hyde of the National Archives felt that standardization would not be desirable and that there was a danger in encouraging microphotography since it might lead to a decrease in the amount of documentary publication by present processes.

Mr. Victor H. Paltsits, New York Public Library, opposed the levelling process implied in the principle of making manuals of procedure available and the employment of new techniques and pointed out that each editor faces different problems and that general rules for editing would be difficult to draft. He felt that photostat and microfilm copies could not take the place of original documents for careful study and that there was no justification for undertaking the editing of documents unless it be by trained persons with trained eyes. With reference to the free interchange of materials among depositories, he cautioned that there was a difference between co-operation between agencies in the use of material and selling copies of collections for which large sums had been paid.

Mr. James F. Kenney, Dominion Archives, Ottawa, Canada, also thought that care must be exercised in the use of reproductions and

cited an instance where, in using a photostat of a medieval document, an Irish scholar mistook a hole in the document for writing and consequently made a serious blunder.

Mr. Herbert A. Kellar, director of the McCormick Historical Association, said that the historian could be of more influence in world affairs if he got out of the "ivory tower" and argued that many people without formal training could do good work if they were supplied with guides and manuals.

Mr. Buck said he thought that this session might be looked back upon as an historic event.

The luncheon on Friday took place in the Officers' Club at the United States Naval Academy. Mr. A. R. Newsome, president of the Society of American Archivists, in introducing the governor of Maryland and the chief judge of the Maryland Court of Appeals, said that the Society was signally honored by having the two highest ranking officials of the state to welcome it. The first to speak was Honorable Carroll T. Bond, chief judge of the Maryland Court of Appeals. He welcomed the Society to Annapolis in the name of the Hall of Records Commission of which he is chairman. He paid high tribute to the work of the late Dr. James A. Robertson in the development of the Maryland Hall of Records, to the archivist of the United States and the staff of the National Archives for advice and assistance, and to Mr. Morris L. Radoff, the new archivist of Maryland. He said that holders of political offices in Maryland were interested in the cultural affairs of the state and in the preservation of its records but evinced no disposition to interfere with the archivist.

The governor, Honorable Herbert R. O'Connor, extended the welcome of the state of Maryland and after an interesting review of the historic events leading to the building of the Hall of Records, stated his own concern in the important work in which the members of the Society of American Archivists are engaged and emphasized the fact that the self-perpetuating Hall of Records Commission guaranteed that there would be no radical change in the present policy of non-interference with the direction of the archives.

Mr. Herbert A. Kellar presided at the first afternoon session on State and Local Archives. In his paper on "The Public Relations of Archival Depositories," Mr. William D. McCain of the Mississippi Department of Archives and History outlined a policy whereby state archivists might better cultivate friendly relations with the general

public. Indicating that most state archivists realize the value of newspaper publicity and make special efforts to cultivate the press, he felt that scholars often have a tendency to regard the activities of patriotic organizations with amused tolerance. He suggested that such a policy is unwise and that the membership in such organizations is made up of responsible citizens and taxpayers, and usually they have considerable influence with legislative bodies. Other groups which the state archivist might cultivate profitably, Mr. McCain continued, are genealogists, one of the most vociferous groups that engage in research, and legislative and administrative departments, because the archivist must have appropriations from the legislature and records from state departments. He concluded that one of the most neglected phases is the lack of contact with businessmen's organizations, and finally that opportunities for making friends in the schools and colleges should not be neglected.

Mr. Lewis G. VanderVelde of the University of Michigan, in his paper on "Local Records," described the program and aims of the recently established Michigan Historical Collections of the University of Michigan. He urged the advantages of a state-supported agency as a depository for state and local historical records, and argued for the desirability of such an agency being wholly separate from any institution having divergent aims—such as libraries and museums. Insisting that the objective of the collector of local records should always be collection for use by the history student, he discounted the value of collecting simply for its own sake, or even simply for preservation. He explained that although a few local archives have found their way into the Michigan Historical Collections and have been gratefully accepted, it is anticipated that the Michigan Historical Collections will always remain primarily a depository for local historical records, and that the proper housing of local archival records will not be attained in Michigan until adequate financial provision is made for their care in Lansing or in individual centers throughout the state.

Mr. William R. Hogan of Louisiana State University gave a critical résumé of the work of the Historical Records Survey and pointed out the danger of curtailment of the project leaving incomplete results, particularly when the work is largely completed. He thought that repetition was too frequent in the county inventories and that they were spending too much time on research and writing.

Although they might be venturing too deeply into legal essays, he thought that some of the county histories were the best yet written. An Englishman was quoted as saying recently that these county inventories will be as valuable as the medieval inventories to English history. Mr. Hogan concluded that continued federal guidance of the project was desirable and he felt that state records should eventually be under federal control.

Miss G. B. Krum, chief of the Burton Historical Collections of the Detroit Public Library, Mr. Lester J. Cappon, archivist of the University of Virginia, Mr. Victor H. Paltsits, and others took part in an interesting and constructive discussion.

The annual dinner of the Society took place in the Mirror Room of the Carvel Hall Hotel and was presided over by Mr. George H. Ryden, archivist of Delaware. Before presenting Mr. Newsome, the chairman introduced those at the speaker's table, including Mrs. James A. Robertson as a guest of honor. The presidential address, which appeared in the October, 1939, issue of *THE AMERICAN ARCHIVIST*, was on a par with the high standard set by Mr. Newsome on two previous occasions, and these three addresses are indicative of the strength of purpose instilled into this organization by his presidency.

Following the dinner the members of the Society adjourned to the Ballroom of the hotel for the annual business meeting. President Newsome read a brief farewell message, a copy of which is filed in the archives of the Society. The report of the secretary, Mr. Philip C. Brooks, who was unfortunately unable to attend the meeting because of serious illness, was read by Mr. Emmett J. Leahy, who acted as secretary during the meeting. Mr. Julian P. Boyd read his report as treasurer, and it was approved. A fitting tribute was paid to the late Dr. James A. Robertson, vice-president of the Society, upon whose invitation the Society met in Annapolis for the third annual meeting. Resolutions were passed in appreciation of the work of the committees on local arrangements, program, and pronunciation, and following the report of the nominating committee, the following officers were elected: Mr. Waldo G. Leland, president, Mr. Theodore C. Blegen, vice-president, Mr. Philip C. Brooks, secretary, Mr. Julian P. Boyd, treasurer, and Mr. William D. McCain to the council.

The session on Saturday morning on Problems in Archival Administration was presided over by Mr. Lester J. Cappon. Mr. Em-

mett J. Leahy of the National Archives, recently returned from a nine-month European tour, read a paper on "Aspects of European Archival Administration, 1939." He described new buildings in Prague and other European cities constructed with a view to possible air raids and quick mobility of records; the status of administration of archives in various countries, the archivist being responsible to the chief executive in three countries, to the minister of interior in three, to the minister of education in six, to a member of the judiciary in one, and to the minister of finance in one. Although the principle of the Historical Records Survey is ignored abroad, Mr. Leahy noted that in Germany, retired officers, clerks, and teachers constitute a corps, called "archive protectors" who report to the Reich on location, condition, and discovery of archives. In describing archival training abroad, he said that while European courses include palaeography and diplomatics, not particularly applicable to our problems in the United States, the European practice of conducting laboratory courses would be advisable.

The second paper, "A Study of Muller, Feith, and Fruin's Manual in Relation to Current Archival Problems," was read by Mr. Arthur H. Leavitt of the National Archives. This work by eminent Dutch archivists was first published in 1898. A German translation was made in 1905, the Italian in 1908, and the French in 1910. The authors include a broad definition of archives which if written today would include photographs and sound recordings. They place the date line at twenty-five years, with exceptions, and respect the principle of provenance. They provide, however, for rearrangement of records obviously out of order and the replacing of documents coming from outside which were previously lost or stolen. They would not require the preservation of the original arrangement in subdivisions. Following this paper, Mr. Buck pointed out that through modesty Mr. Leavitt had omitted to report that he had an English translation of this work in press.

Mr. Harold S. Burt, examiner of public records in Connecticut, outlined the principles followed in that state with respect to "Specifying Inks and Papers for Government Offices." The state chemist tests and approves inks, typewriter ribbons, and papers which are authorized for use in state and local offices. In the case of inks, the chemist approved five out of twenty-five tested for sediment, scum, iron content, fastness of color, and action on steel pens. Thirty-nine

typewriter ribbons out of fifty-five submitted were approved after tests for thread count, even edge, filling, life, and fading. The paper test followed is similar to that of the U. S. Bureau of Standards and includes the following specifications: 100 per cent rag stock, minimum of 5 per cent acid, .5 per cent glue; and tests on folding, ruling, tearing, writing (to determine whether it is clean-cut and if there is suitable penetration of ink), erasure, and effect of hand lotions. In conclusion, Mr. Burt read a law passed July 1, 1939, providing that all local records be kept in fireproof rooms or cabinets, and that the examiner of public records may purchase at town expense such equipment as he specifies if local officials do not act voluntarily upon his recommendation.

In the discussion which followed, Miss Helen L. Chatfield of the treasury archives asked whether these specifications referred to office stationery and carbon paper. Mr. Burt said it referred only to bound volumes and cards, that is, to so-called "permanent records" in the narrow sense.

The luncheon on Saturday was held in the Ballroom of the Carvel Hall Hotel with Mr. W. Stull Holt, of Johns Hopkins University, presiding. The Society enjoyed a surprise in the presence of Mr. Archibald MacLeish, librarian of Congress, who was induced to speak briefly before the scheduled address by Mr. Herbert Heaton of Princeton University.

Mr. MacLeish, while remarking that he had of course been unable to formulate a program for the library in the brief space of time since October 1, nevertheless asserted his conviction that under present conditions, archivists and librarians, scholars and writers, must work together in defense of the cultural values which are now threatened. He urged the early drafting of the broad outlines of a plan of co-operative effort. As an example he suggested that such tools as the Historical Records Survey should be utilized by archivists, librarians, and scholars in general in the furthering of their objectives. Finally, he indicated his desire to serve as the agent of those who believe with him that the defense of the democratic position in culture and scholarship is the concern of all men of letters.

Mr. Heaton, an authority upon English economic history, then gave a stimulating and interesting address on "Finding, Preserving, and Using Business Records." After mentioning outstanding books which have been written from business records and relating several

stories of how collections of such records have been found, for the most part by accident, Mr. Heaton developed the thesis that a good set of business records reflect the action of groups more accurately than do public records dealing with the "thou shalt" and the "thou shalt not" of legislative decrees. He also outlined the four-point program of a group of business men in St. Paul wherein they report, deposit, preserve, and discuss problems in respect to present and future business records. In conclusion, he emphasized the need of a generalized description of records in various depositories, a kind of union-list, and advocated the formation of an organization which would have this as one of its aims.

The afternoon session on Maps as Archival Records was held in the Mirror Room of Carvel Hall Hotel with Mr. Fred W. Shipman of the National Archives presiding. The first paper was read by Mr. Lloyd A. Brown, of the Wm. L. Clements Library on "The Special Problems of Map Administration."

In discussing the problem of proper evaluation of maps, he emphasized that the map division of a library should not be subsidiary to the newspaper department, as it often is, but be separately maintained. Another problem arising in the administration of maps results from increased accessions due to the large number of maps now available. Mr. Brown, in dealing with the discouraging problem of filing and storage, urged that large maps be cut and hinged and not folded, and that maps be placed in folders in drawers and filed flat. Valuable hints were given in the consideration of other problems such as those of classification, repair, cleaning, and mounting. The public, he concluded, will make more and better use of maps when they are made available and more easily accessible.

Speaking on "The Historian and the Use of Archival Maps," Mr. Samuel Flagg Bemis of Yale University called upon general historians to make a more lavish use of maps, both constructive and facsimile. He pointed out the meager utilization which the general standard historians of the United States have made of cartography and suggested that the historical reviews might devote more attention to the reproduction of maps. He contrasted the paucity of such maps in general histories with the excellence of such material in textbooks, and felt that the more humble textbook writers might contribute something by way of example to the more exalted historians. He had these specific recommendations to make: better geographical instruction in

the elementary schools to make students more map conscious and map demanding; the preparation of facsimile collections in multiple copies for representative libraries, after the model of Hulburt's collection of *Crown Maps*, and Karpinski's facsimiles of American maps in European archives; the introduction of courses in historical cartography in graduate instruction in history; and more consultation with expert cartographers. He recommended historical cartography as a career for ambitious young scholars looking for a field that is not too crowded.

Mr. S. W. Boggs of the United States Department of State was the third speaker. In his paper on "The Use of Maps in Boundary Problems," he referred to the fact that the lack of maps, or the existence of inadequate ones, is highly disconcerting. The properties of maps make their use in boundary disputes different from the use of other sources, he said, and maps often portray more geographic knowledge or ignorance in a square inch than is possible in an equal area of text. He pointed out that boundary controversies may be either simplified or greatly complicated by the publication of maps and disputes may even arise from the issuance of a postage stamp bearing a map. Their value in such disputes depends upon their accuracy, reliability, and impartiality, although Mr. Boggs indicated that sometimes maps are specially prepared to win an argument, as for example map "A" for the arbitration of the northeastern boundary dispute with Great Britain in 1827-1831 and some of the maps prepared for the Venezuela-British Guiana Boundary Commission, for the Tacna-Arica arbitration, and for the Chaco boundary dispute.

The fourth paper, "Archival Maps as Illustrated by Those in the National Archives," was read by Mr. W. L. G. Joerg, chief of the Division of Maps. He said that the principle of provenance which underlies the organization of the regular custodial divisions in the National Archives, according to which a separate division is provided for each legislative branch and each executive department of the federal government, applies also to the Division of Maps even though they receive records from all departments and branches. From the geographer's point of view a map collection might be arranged and classified regionally but because of the inadvisability of cutting the threads connecting the maps with their related textual records in other custodial divisions, they regard the regional classification as inappropriate. The 38,000 maps now in the National Archives,

largely from the Senate and five executive departments are filed with *respect pour les fonds* but they apply the regional principle, bringing together the entries concerning different maps in various collections that deal with the same area or subject in a card catalogue.

Mr. Frank Stringfellow Barr, president of St. Johns College, Annapolis, presided at the dinner session Saturday evening. The program called for remarks from the new president, and Mr. Leland being in South America, it was decided by a group of members to ask Mr. Julian P. Boyd, director of the Historical Society of Pennsylvania, to read the recently formulated policies adopted by that society. Mr. Boyd said the report was written by a committee composed largely of lay members. The policy as adopted looked forward to the broadening of the scope of the *Pennsylvania Magazine of History*, a recognition of the society's obligation to the community, and the use of modern techniques in the reproduction of manuscripts for use in a more liberal policy of sale or exchange with other depositories.

The paper on "The Franklin D. Roosevelt Library at Hyde Park," prepared by R. D. W. Connor, archivist of United States, was read by Mr. Solon J. Buck. Mr. Connor was called away from the meeting due to the sad news of a death in his family. He pointed out that the president had no thought of a memorial to himself by the establishment of this library, and that the name of the depository was suggested by the advisory committee and retained only after overriding the vigorous protest of the president. The committee was of the opinion that the president's collections are too voluminous to be adequately preserved and administered as a private library and too important as source materials for the study of recent American history to justify their being held permanently in private custody and it welcomed the president's plan as an opportunity to set up for the first time in this country, under federal control and for the use of the public, an extensive collection of source material to a specific period in American history. After agreeing that under modern conditions decentralization of such collections has certain definite advantages, the committee agreed that the solution of the problem was to carve out of the Hyde Park estate, a sixteen-acre lot, to have erected thereon with private funds a modern fireproof building to serve as a permanent repository for the president's papers, books, and the other historical material, and to donate the whole as a completed project to the United States to be maintained for the benefit of the public. The

collection will include over 6,000,000 pieces of executive correspondence; 15,000 books and pamphlets; 50 boxes of material containing personal and unofficial papers of Mr. Roosevelt's two administrations as governor of New York; some New York state material; over 400 pictures and prints; and 37 ship models. Louis A. Simon, who supervised the construction of the National Archives, is the architect, and the building, now under construction, should be completed by the early fall of 1940.

Dr. James F. Kenney of the Dominion Archives, Ottawa, made the final address of the meeting on "What the Research Scholar Expects of an Archival Establishment." Dr. Kenney emphasized that while archives are essentially for the use of government officials, they could, by a little additional expenditure, be made available to all persons who have a legitimate desire to use them, and thus yield ten- or hundredfold returns. He pointed out that it is the duty of the archivist to organize material and to aid students in research. Research scholars are sometimes weak in knowledge of how to find their way about, and the archivist must be a scholar, a practiced psychologist, and be filled with the milk of human patience. Since many students and scholars are weak on finance, it is the duty of the archivist to allow them to get as much work as possible accomplished in a short time, and he pointed out that at Ottawa students may work in the Dominion Archives twenty-four hours a day seven days a week. It is also the function of the archivist, he thought, to assemble auxiliary helps for students such as: a good reference library, transcripts from related series, guides to documents, and provide facilities for inexpensive reproductions.

WILLIAM D. OVERMAN

Ohio State Museum

REDUCTION OF PUBLIC RECORDS

I

AT THE International Congress of Librarians and Archivists held at Brussels in 1910, the destruction of records was recognized as "certainement la question la plus grave qui puisse se poser."¹ With this solemn accolade the congress turned its attention to other matters. At the first annual meeting of the Society of American Archivists held at Washington in 1937, the problem received similar treatment. Meanwhile archivists and historians have been increasingly pressed by what Samuel Flagg Bemis has described as the *plethora* of source material. Government administrations are further burdened with huge accumulations of duplicated or valueless records.

Considerable relief from these difficulties, however, should be achieved by the government of the United States as a result of the important forward steps it has taken in recent years. The first of these was the appointment, in 1934, of an archivist of the United States with power to approve or disapprove all proposals for the destruction of public records in the various administrations of the national government. The second was the Congressional enactment, in 1939, of significant legislation providing "for the disposition of certain records of the United States Government." Before reporting on the procedure now in effect in the national government, it is profitable to analyse policies in the reduction of archival material of the more important European governments, thus providing some basis for comparative study.² For present purposes an analysis suffices which is essentially an identification of the administrative process in the elimination of valueless public records, and some of the more important elements of the program of reduction, broadly considered. Other important phases of this problem, such as the *criteria* which may be used in an effort to determine the permanent value or historical interest of a given group of records, or the categories of records which as a general rule are safely destroyed, are not within the scope of this paper.

¹ G. des Marez, "De la conservation, du classement et de l'inventaire des archives administratives d'une grande ville," *Actes du Congrès international des Archivistes et Bibliothécaires de Bruxelles*, 1910 (Brussels, 1912), 368.

² This analysis of European policies as prepared by the writer in 1937 was submitted to the secretary of the Society of American Archivists as a part of a report of the Committee on the Reduction of Archival Material. It is now corrected and added to as a result of the writer's inspection during the first six months of 1939 of most of the archival administrations described.

A. The Administrative Process in the Reduction of Records

The administrative process for reducing the bulk of records involves an initial selection by the administrator, possibly in co-operation with the archivist, and various controls to prevent destruction or loss of valuable records. Such controls include supervision of the administrator's proposals by an archivist or historian, regulations forbidding unauthorized destruction or removal, and provisions for recovery in the case of improper removal. The process is not restricted simply to eliminations and accessions by the archivist.

In the majority of European countries, the initiative in selecting records for reduction is the responsibility of the administrator, provided the records are still in his custody. Noteworthy exceptions to this general practice are found in England, Norway, Spain, and Poland.³ There a co-operative program has been developed whereby the administrator, in co-operation with the archivist, plans the contents of the reduction program.

For documents recently accumulated or accumulating in English executive departments, the records of which are under the superintendence of the master of the rolls, elimination is planned by a Committee of Inspecting Officers, several members of which must be chosen from the personnel of the Public Record Office. It was charged at one time that the then members of such a committee were not in touch with students of the subject to which the records related, nor were they versed in modern historical research, nor were exhaustive inquiries made as to the character, relationship, and utility of the records.⁴ The present members representing the Public Record Office on this committee, the product of which is greatly improved, include Mr. C. T. Flower, deputy keeper, Mr. Hilary Jenkinson, secretary, a staff member with legal training and experience, and two others usually with the rank of assistant keepers. For this special duty additional compensation is made.

In Norway, Poland, and the Netherlands co-operative action is similar to that in England. There are more elaborate prescriptions for co-operative action in Spain, especially in the case of legal records. The personnel and time of meeting of special committees are prescribed by law. With some limitations, such committees choose the records to be eliminated.

³ References to Poland are applicable only to archival administration *ante diem irae*.

⁴ *Royal Commission on the Public Records, First Report* (London, 1912), Vol. 1, Part I, 17, in House of Commons, *Sessional Papers*, 1912-1913, XLIV.

There is some significance in these exceptions found in Norway, England, Poland, and the Netherlands. Since their administrators are required to co-operate with the archivist even in the initial selection of records, the reduction of which is only proposed, their policy is far removed from that advocated by Hilary Jenkinson who would have the administrator alone initiate and complete all eliminations.⁵

Once records have been transferred to the archivist, the initial move for reduction of any part thereof is usually made by him. In England, however, the executive departments have been able to initiate the elimination of records which have been transferred to the Public Record Office.

There is no evidence of any European nation concerned with the reduction of records which grants the administrator a free hand in the program. Controls similar in general outline but varying in effectiveness are applied. Usually the advice or approval of an archivist or historian is required. Such positive provisions are reported by twenty governments.⁶ Those of England, *quondam* Austria, Poland, Sweden, and Italy are particularly interesting.

Only a few of the more significant European procedures can be described here. In Poland, as regulated by a decree of the Council of Ministers, records of the administration were divided into two categories: (a) records of permanent value; (b) records of a temporary character. Much depended on the general definition of the two categories and such a definition was included in the decree. The interested minister, in co-operation with the minister of public instruction in whose department was the Section of Archives, determined the proper category to which a given type of record belonged. After at least two years and at most thirty-five years, the records in category "B" could be destroyed, provided a list thereof was presented to the Section of Archives of the Ministry of Public Instruction which could claim the whole or any part thereof.⁷ Moreover, the administrators of central files in a department were trained by archivists of the state and recently the Section of Archives was planning a project of instruction concerning the manner of eliminating useless papers in the public administrations.⁸

As previously indicated, records of the English executive depart-

⁵ *A Manual of Archive Administration* (London, 1937), 147ff.

⁶ *Guide International des Archives, Europe* (Paris, 1934).

⁷ *Ibid.*, 232ff.

⁸ Tadeusz Manteuffel, "Archives de l'Etat en Pologne," *Archeion*, IX, 29.

ments may be reduced only on the recommendation of a Committee of Inspecting Officers, several members of which must be chosen from the personnel of the Public Record Office. In addition, the head of the department concerned nominates some officer specially conversant with the records to act with the officers already mentioned. The written report of these officers is submitted to the master of the rolls who, if he concurs therewith, lays it before Parliament. If the latter takes no action thereon before a lapse of four weeks, the records are disposed of in the manner and at intervals of time specified in the schedule.⁹

In Greece the lists of papers proposed for destruction must be approved by a commission of six university professors. Three of these professors are appointed from the faculty of law and three from the faculty of letters.

In Spain, committees, the membership of which is specified by law, regularly examine records placed under their jurisdiction. In the case of certain legal records, after a committee has determined their inutility, they must be retained in the archives for twenty years before their final disposition. In other cases, detailed descriptions of the records must be included in an official bulletin of the province to which the records relate. Interested parties are given ten days in which to object to the proposed destruction.

In Hungary, the procedure for current records is as follows: When a matter of official business is definitely terminated, on the occasion of the last action thereon, there is indicated on the folder containing the related papers whether they may be eliminated and when such elimination should take place. Depending on the nature of the documents, the elimination is achieved after ten or twenty-two years. Documents of special interest to an administration or to private parties or those of historical importance may not be eliminated.

In this second phase of the administrative process for the reduction of records it is noteworthy that so far as practice is concerned, Hilary Jenkinson's conclusions represent the exception rather than the rule. His propositions may be summarized as follows: For records accumulating at present, weeding by a committee consisting of the archivist, the administrator and the historian is emphatically ineffectual, and it destroys the archives' reputation for impartiality; for archives of

⁹ *Reprint of Statutes, Rules, and Schedules Governing the Disposal of Public Records by Destruction or Otherwise. 1877-1913* (London, 1914), 12.

the future, the administrator is the sole agent for the selection and destruction of his own documents.¹⁰ In theory dispute over the agent of reduction is chronic. While M. Montigny, professor of administrative law at the University of Ghent, anticipated Mr. Jenkinson's proposals, there are equally distinguished commentators in opposition thereto.¹¹ Dr. G. des Marez warned an extraordinary assembly of librarians and archivists that experience has sufficiently demonstrated that destruction by administrators alone has been nearly always unfortunate.¹² Those of us in the United States who have been concerned with the reduction of records, like Horatio, need no ghosts come from the grave to tell us this. In more recent times, other European leaders such as Dr. Tadeusz Manteuffel of Poland and Dr. Ernst Müseback of Germany insist on participation of an archivist or a historian in the reduction program.¹³ Dr. H. O. Meisner of the Reichsarchiv at Potsdam told the writer that after a special study of the problem of reducing archival material he had been forced to the rather disappointing conclusion that selection of the records to be preserved and those to be eliminated was distinctly an art which, of course, places a premium on the scholarly equipment of the archivist charged with supervising a reduction program. In view of this, the additional compensation paid to assistant keepers of the English Public Record Office who serve in this special capacity is worth further emphasis.

In addition to the supervisory controls intended to prevent loss of valuable records during the course of the reduction program, various measures have been devised to safeguard against or rectify losses due to removal by outgoing officials or depredations of thieves.¹⁴ Since archives have been identified as the artificial memory of a government, their wanderings in the company of retired officials or their heirs is a form of amnesia which constitutes a difficult problem for the archivist to solve. A recapitulation of the reports in the *Guide Internationale des Archives* reveals that fourteen nations have positive

¹⁰ *Manual*, 147ff.

¹¹ See "Triage des Archives," *Revue de l'Administration* (Paris, 1897).

¹² *Actes du Congrès* . . . , 1910, 368.

¹³ "Archives de l'Etat en Pologne," *Archeion*, ix, 29; and "Grundsätzliches zur Kasation Moderner Aktenbestände," in *Archivstudien zum siebenzigsten Geburtstage von Woldemar Lippert mit Unterstützung der Wilhelm und Bertha v. Baensch Stiftung* (Dresden, 1931), abstracted by Andrew C. Albrecht, "Abstracts of Archive Publications, Western Europe," *THE AMERICAN ARCHIVIST*, I (April, 1938), 106.

¹⁴ A survey of provisions in laws of various American states concerning the controls discussed here is included by A. R. Newsome, "Uniform State Archival Legislation," *THE AMERICAN ARCHIVIST*, II (January, 1939), 10ff.

provisions against such losses while at least fifteen have not. But six of the latter number achieve the desired result, at least to some extent, without specific regulations. For example, in the England of the last eighty years, success in this regard is recognized and attributed by Mr. Paltsits to "the British conscience."¹⁵ Success as used here might well be qualified, but that there has been improvement cannot be denied.

A sketch of the positive provisions in several nations is indicative. In Italy the minister of the interior takes the initiative in recovering records removed by outgoing or retired officials through the intervention of the prefect of the province where the deceased former official last lived. The prefect in turn fulfills the law through the intermediation of the superintendent of the archives of the kingdom. The records are actually examined, and if necessary, selections made therefrom. The process is complicated but effective. A similar procedure in France has been reported with an additional provision for the recovery of all documents which can be proved to have once been a part of the public archives, even from those who have acquired or who possess them in good faith.¹⁶ The writer has found that in actual French practice the effectiveness of these provisions is limited. Former German civil servants' activities which relate to their past official duties or position must receive the approval of former superiors or their successors. Thus not only all official documents, but also notes on inside occurrences or abstracts of reports, are to be returned.¹⁷

Some governments have regular budgetary provisions for the recovery of stray documents by purchase. Recent annual budgets of the Bohemian Provincial Archives at Prague included 10,000 crowns (approximately \$350) for this purpose. A larger sum is regularly included in the budget of the Bavarian Principal State Archives at Munich. The last budget of the Hungarian Royal State Archives at Budapest included 8,000 pengoes (approximately \$1,600). Other archival establishments in Germany and the British Public Record

¹⁵ "Tragedies in New York's Public Records," American Historical Association, *Annual Report*, 1909, 370. For a more complete discussion of the effectiveness of English policy see Hubert Hall, *Studies in English Official Historical Documents* (Cambridge, 1908), 10.

¹⁶ Waldo G. Leland, "American Archival Problems," A.H.A., *Annual Report*, 1909, 344. Some interesting attempts in this respect by American governments are reported by Randolph G. Adams, "The Character and Extent of Fugitive Archival Material," *THE AMERICAN ARCHIVIST*, 11 (April, 1939), 85ff.

¹⁷ Fritz Morstein Marx, "Germany's New Civil Service Act," *The American Political Science Review*, xxxi (October, 1937), 881.

Office among others have had occasion specially to request funds for such purchases.

B. *Elements of the Reduction Program*

In addition to the administrative process devised for the reduction of records, various European archival administrations recognize certain elements or aids which can be useful in a reduction program. Careful planning of eliminations is a valuable aid developed in some of the more advanced programs. Such planning is primarily applicable to current and impending accumulations of records. Records of the past must be handled like a river that has already reached flood stage; protection and outlets can be carefully provided only as circumstances demand. One of the outstanding elements of planned programs is that referred to as continuing authorizations which consist of approved lists of not only past accumulations of valueless records but also future accumulations of the same type of record. Other aids frequently utilized in reduction programs are periodic transfers to the central archives, scientific sampling and microfilming, influencing the arrangement of records as or before they accumulate to insure as much as possible the integrity of valuable data and the segregation of papers having no permanent value, prevention of excessive recording, and transferring records of purely local or restricted value to interested agencies.

The British have profitably utilized the registry system, transfer of records to libraries in Great Britain and Ireland, continuing authorizations for destruction, periodic transfer to the central archives and prevention of excessive record-making to reduce the bulk of public records. Lists for two French bureaus have already been prepared by archivists of the *Archives Nationales* providing for continuing authorizations and plans are under way for others. Archivists of the city of Brussels, in theory at least, and of Hungary and Poland, in actual practice, segregate potentially valuable records from those which are obviously valueless while such records are accumulating.

Some of these aids or elements of a reduction program might be described more fully. One of the most useful is continuing authorizations for destructions. In England, the Committee of Inspecting Officers referred to above describes in a detailed schedule the records, accumulated and *to be* accumulated by one of the executive departments, which in its judgment may be destroyed or transferred to

private depositories. The time of such disposition necessarily varies according to the types of records involved, but it is stated for each type. Once such schedules have been passively approved by Parliament, the agency concerned has an established procedure for the disposition of that part of its records described in the schedules. Recurring reports with the attendant costly routine and confusion are eliminated. In preparing schedules of this type three elements are involved: (1) choice of types of records to be disposed of; (2) time of disposition; (3) manner of disposition. In the selection of types of records the archivist and the administrator co-operate. The archivist is of some assistance also in determining the time and manner of disposition. In such a procedure, there are included arrangements for transfers to the central archives or private institutions, or indefinite retention of certain records *in situ*. With modifications this procedure has been found or is reported to be followed in France, Germany, *quondam* Austria, Poland, Russia, former Czechoslovakia, Sweden, and the Netherlands.¹⁸

When an archivist is first confronted by the reduction problem, a laudable caution in his approach thereto may result in too great delays and too elaborate a procedure. Even a cursory survey of English practice in reporting valueless records since 1877 emphasizes this recurring experience. In the earlier years, the Committee of Inspecting Officers submitted to Parliament a thorough and lengthy analysis of each type of record which they recommended for destruction. A little later only a list of briefly descriptive titles of such types of records was submitted. At present such lists are qualified in such a way as to provide not only for accumulations already made, but also for present and future accumulations of similar records. One of the more recent schedules, "A list and particulars of certain classes of documents existing or accruing in the offices of the Traffic Commissioners and Traffic Area Licensing Authorities which are not considered of sufficient public value to justify their preservation in the Public Record Office," is worthy of note. The schedule includes a brief description of the origin and functions of the traffic commissioners and traffic licensing authorities, an exclusive list of the classes

¹⁸ In this connection the reduction program planned at one time by certain agencies of the U. S. government is interesting. See for example *United States Official Postal Guide* 1937, Part I (Washington, 1937), 116ff., and *Regulations to Govern the Destruction of Records of Steam Roads*, prescribed by the Interstate Commerce Commission (Washington, 1921), 6ff., and amendments thereto.

of documents not to be destroyed, a "list and particulars" of classes of documents which it is proposed to destroy, with occasional exceptions noted, and an indication after each class or subclass of the period after which the documents described therein may be destroyed.¹⁹ Such precise provisions for prompt eliminations of valueless documents contrast sharply with the cumbersome procedure of sixty years ago. Meanwhile there is no evidence that the essential appraisal upon which such provisions are based has been sacrificed. On the contrary, the comprehensiveness of the current procedure should provide a sounder basis for appraisals by the present Committee of Inspecting Officers.

Another element which may profitably be included in a reduction program is microfilming. This is a potential boon to the archivist, especially in border line cases when, heretofore, sheer bulk of certain records made destruction a practical necessity. It is conservatively estimated that the amount of space saved in storing microfilms rather than original documents is more than 85 per cent. Moreover, it has been determined by a trial run that the material unit cost of microfilming a card index was approximately \$.00065.²⁰ Such estimates even when modified to meet the requirements of various sizes of documents indicate a real saving from the cost of storing original records. Rougher estimates indicate that in Washington, for example, the cost of microfilming is discounted after five years because of release of space which would have been required for storing the original documents. Emphasis thus far on photographic reproduction in Europe, however, is a service to scholars by reproducing individual documents rather than as a means of reducing bulk.²¹

The use of abstracts or registers is an administrative tool that has been turned to considerable advantage in elimination of original documents by English archivists.²² Schedules, summaries, and tabulations may be used to the same advantage, the selection depending on the nature of each problem. In this connection Mr. Jenkinson believes with excellent reason that all the troubles attending "modern archive

¹⁹ Submitted to both Houses of Parliament, July 27, 1938.

²⁰ *Second Annual Report of the Archivist of the United States* (Washington, 1936), 65, 66.

²¹ A detailed study of the application of microphotography by European archivists, the extent to which it is used, and the type of data or records filmed was begun in August, 1939, by Dr. Vernon D. Tate. While this study was interrupted for the time being, it is earnestly hoped that its completion will not be too long delayed.

²² Jenkinson, *Manual*, 172.

making" are the result of a lack of control. Natural controls of former times consisting of shortage of labor and materials no longer exist. The central registry controlling practices in record making and record keeping is the solution proposed by him.²³

Transfer to other governmental or private depositories in lieu of destruction is another important aid to reduction. A section of the English statute, approved May 9, 1889, is illustrative:

The mode of disposal shall be by destruction unless the Master of the Rolls shall direct transfer to the curators, trustees, or other governors of a Library in Great Britain or Ireland. . . . When the documents are to be transferred . . . the particular library shall be named in the schedule.²⁴

By 1912 the discretion permitted under the act had been exercised on only eight occasions. Therefore it was recommended that the rule should be amended so as to include all public institutions or bodies which, in the opinion of the authorities of the Public Record Office, are suitable for the purpose of receiving presentations of records.²⁵ As a result this practice has been considerably extended. The value of transfer as an alternative to destruction is easily recognizable. Moreover, the practice may contribute to the solution of one of the archivist's most perplexing problems: the recovery of public records which have been obtained in devious ways by local historical societies and similar institutions. Other public records having a peculiarly local or limited value and not of a confidential nature can be exchanged for these strays. Thus original collections since broken may be restored to some extent. In Belgium it has frequently happened that the state has transferred its ancient judicial archives to the large cities having an organized service for archives. On one occasion such records were transferred to the city of Louvain in exchange for archives of the ancient University of Louvain and other types of archives preserved until that time at the city hall.²⁶

Time is an element in any program for the reduction of records. There are obvious advantages to reducing the bulk of records before

²³ *Ibid.*, 170ff. In the course of the study upon which some of this paper is based the writer and Miss Helen L. Chatfield, archivist of the United States Treasury Department, recently examined the registry systems of the British Treasury and the Foreign Office. An article by Miss Chatfield will be published in an early issue.

²⁴ *Statutes, Rules and Schedules Governing the Disposal of Public Records. 1877-1913*, 12.

²⁵ *Royal Commission on the Public Records, First Report*, Vol. 1, Part I, 19.

²⁶ S. Muller, J. A. Feith et R. Fruin, *Manuel pour le classement et la description des archives. Traduction française par Joseph Cuvelier et Henri Stein* (The Hague, 1910), 16.

transfer to the central archival depository. But there is no control of such transfers which does not admit some records which might be destroyed. In this connection, the following tabulation of British experience is illustrative:

Total schedules of valueless documents submitted to Parliament (1882-1913)	142
Average number of lists submitted each year	3.58
Per cent of total lists describing records in the departments or agencies	58
Per cent of total lists describing records removed to or already in the Public Record Office	42
The per cent of total lists describing records recently removed to the Public Record Office	26.7
Per cent of total lists describing records stored in the Public Record Office for a considerable period of time ²⁷	15.3

In Finland elimination is made only after transfer of the records to the central archives. Elimination precedes transfer in Scotland, Bulgaria, Italy, Roumania, and Poland. Italy admits elimination after transfer only in extraordinary circumstances. Germany and Denmark eliminate before or after transfer.

One phase of the time element in a reduction program is that involving deadlines, intended to prevent any destruction of documents accumulated prior to a given year or epoch. This practice is the subject of one of the questions answered in the *Guide International des Archives, Europe*. Responses thereto may be summarized as follows: Documents accumulated prior to a certain date may not be destroyed according to regulations in six nations and according to established practice in three nations. On the other hand, sixteen nations report no practice of this kind. The nations in which such dates are expressly prescribed and the dates involved are as follows: England, 1660 (formerly 1715); Denmark, 1848; Hungary, 1800; Principality of Monaco, 1850; Russia, 1825 (more recent dates are prescribed in some of the Soviet Republics); and Italy, 1861. The nations in which such dates are recognized in practice are Bulgaria, Spain, and the Netherlands. In Bulgaria documents accumulated prior to its liberation, in Spain documents more than one hundred years old, and in the Netherlands documents accumulated prior to 1814 are by custom not destroyed. Among the nations reporting no such practice are Ger-

²⁷ Data compiled from *Statutes, Rules and Schedules Governing the Disposal of Public Records, 1877-1913*.

many, Finland, Poland, Norway, and Sweden. If the usual controls of elimination are effective, there would seem to be little need of such provisions. Experienced administrators and students of public administration generally advise against incorporating this type of restriction in law. Such restrictions are poor substitutes for alert and responsible administration and may actually impede the competent archivist. In jurisdictions where there is no competent archivist, however, historical and associated societies might well sponsor this very type of legislation pending the appointment of a competent authority to supervise the destruction program.

In European practice, there is a clear relation between the listing of categories of records which may be disposed of and the record of documents destroyed. Thus authorizations for disposition in time become the records of disposition. In England these combination authorizations for and records of disposal made before 1913, were published in a single volume.²⁸ Since that time they have been intermittently published as appendices to the annual reports of the deputy keeper of the public records or separately. If the manner of disposition is other than by destruction, such as transfer to a library, it is indicated in the combined authorization and record with the name of the chosen library. Twelve other European nations make some effort to print official lists of records destroyed. Several preserve such lists in manuscripts.²⁹ If such lists are sufficiently descriptive, archivists might profitably refer to those of other countries when planning a reduction program.

There is no uniformity in the practice of some European governments of retaining samples of records destroyed. The utility of examples of past action to the administrative process for the reduction of records is evident. Such samples have been referred to on occasion by private investigators and archivists to complete their reconstruction of past governmental procedures and recording. English regulations are notably explicit in the requirement that specimens be preserved of all categories of archives destroyed.

Selecting from within a series is recognized as a practical program. This, of course, violates the integrity of a series, which violation, re-

²⁸ *Reprint of Statutes, Rules, and Schedules Governing the Disposal of Public Records by Destruction or Otherwise. 1877-1913* (London, 1914).

²⁹ It is interesting that the United States Interstate Commerce Commission requires railroads to retain permanently "data relating to the destruction of records, which data include descriptive lists showing dates of the records destroyed." *Op. cit.*, 12.

gardless of the purpose, is emphatically condemned in theory. Nevertheless, Italy requires examination "one after the other" of the older records proposed for destruction. Those of interest are withheld. In Poland, Hungary, and Bulgaria similar selections are required.

Scientifically planned sampling as a method of reducing the bulk of certain types of records is not touched in the questionnaire circulated by the International Committee for Intellectual Co-operation. No study that the writer is aware of offers any assistance to American archivists in this respect. The soundness and technique of such an aid remains to be developed. Some efforts in this direction have been made in certain agencies of the government of the United States, among them the Works Progress Administration and the Bureau of Internal Revenue of the Treasury Department. In the latter case, representatives of the Bureau of Internal Revenue, the Central Statistical Board, and the writer on the part of the National Archives have recommended the retention of a scientifically selected fifteen per cent of the total volume of certain income tax returns and that per cent of only every fifth year's accumulation.

Several European administrations attempt to insure destruction once it is authorized. In England, the actual destruction of useless records is not enjoined in the Public Record Office Act of 1887, but in accordance with the rules made under that act, specific precautions are prescribed in order to make such destruction effectual. In this regard, the English Royal Commission reported:

This is certainly a matter of importance, since documents that fell into improper hands could easily be used as materials for forgeries. It is also very undesirable that documents certified as having been officially destroyed should remain in circulation, and much confusion and perplexity might be caused by such an occurrence.³⁰

In Spain the destruction of archives of the judiciary, which have been definitely declared useless, must be by fire. Italian bank notes and government securities removed from circulation are destroyed in this manner. Other Italian archives formerly given to the Red Cross which had to macerate them before sale are now pulped for remanufacture as government paper. In several countries an effort is made to have an archivist present at the time of actual destruction.

An analysis of European policies in the reduction of archival material, described herein in part and of necessity briefly, can be sum-

³⁰ *Royal Commission on the Public Records, First Report, Vol. I, Part I, 19.*

marized. In the administrative process for the elimination of records the component parts are quite clear:

1. The administrator must take some initiative; the actual selection of valuable records and listing of valueless papers, however, may profitably be done by the administrator in co-operation with the archivist.

2. In every instance an archivist supervises the program. Such supervision varies in form and extent. (a) Minimum supervision is review of a list of records proposed for elimination by the administrator and reporting thereon. (b) Such supervision extends if necessary to examination of the records so listed and a selection personally or at the direction of the archivist of records considered worthy of temporary or permanent preservation. (c) Supervision to insure actual maceration or other final disposal, once approved, avoids future embarrassment from strays or exposure of confidential information.

3. Intervention is both possible and desirable when there is danger of loss of public records through removal by an outgoing official or death of an incumbent who may have public records in his possession.

4. Strays are recovered by seizure, exchange, or purchase by a designated authority usually upon the request of the archivist.

Continuing the summary, there are, in addition to the administrative process, certain elements of varying degrees of effectiveness which are frequently employed with advantage to European programs.

5. Of primary importance are efforts to prevent excessive record making and to insure segregation and prompt elimination of types of documents known, through experience, to have no permanent value. This is achieved only by effective and responsible control of record making and filing in the various agencies of the government.

6. Intelligent planning of the reduction program may safely include a selection of records worthy of temporary or permanent retention *in situ*, in the archival depository, or in specially selected depositories, and an indication of categories of valueless documents, accumulated and to be accumulated, which may be promptly disposed of after stated lapses of time. Such planning

eliminates, for the most part, recurring reports with their attendant expense and routine.

7. Orderly programs for transfers to the central archives tend periodically to throw the spotlight of attention on collections of doubtful value or of none at all. Records of defunct agencies, not needed by successor agencies should be promptly transferred to the custody of the archivist. Eliminations therefrom can best be made before such transfer and while the advice and interest of former custodians are still available.

8. To grant or loan certain types of records to local or scientific institutions is an excellent alternative to destruction, and through exchange may be the means of recovering strays.

9. The value of a record, usually a descriptive list and perhaps a sample of documents destroyed, is obvious, and the actual authorization for destruction may be prepared so as to serve this purpose.

10. Utilization of microfilming and scientific sampling are important potential aids which remain to be developed.

11. Destruction before transfer to the central archives is desirable but provision for elimination thereafter is necessary.

12. The setting of a deadline, prescribing dates with a blanket prohibition against destroying any records which accumulated prior thereto, is generally a nuisance, provided a competent archivist is available to supervise the destruction program. Such deadlines, however, may well be sponsored by historical associations or other interested groups in jurisdictions where no competent archivist is available, or if available, having no supervision over the reduction of records.

II

Against the cumulative objectives and aids of European programs for the reduction of public records, as described above, it is useful to outline the experience in this respect of the government of the United States. For decades it has been provided that any employee of the federal government, having the custody of any public record, or any other person, who "shall willfully and unlawfully conceal, remove, mutilate, obliterate, or destroy . . . any record . . . shall be fined not more than \$2,000 or imprisoned not more than three years, or both" and if a government employee "shall moreover forfeit his office and

be forever afterward disqualified from holding any office under the Government of the United States.”³¹ This statute has been honored more in the breach than in the observance, although clerks who added names illegally to old passenger lists in the custody of collectors of customs were severely dealt with by public trial as was the enterprising Negro attendant at the treasury who sold a cartload or more of records to a junk dealer.³²

The Congress had passed no general law, prior to 1889, authorizing periodic elimination of valueless documents but on several occasions included in appropriation acts authorization to particular departments to dispose of papers in their files considered to have no permanent value or historical interest. These special authorizations provided no procedure for determining the value of records nor were any reports thereof required. As a result some records of historical interest were destroyed. Meanwhile large files of worthless papers were allowed to accumulate in most departments and seriously interfered with public business.³³

After an investigation of the conditions indicated above, by a special committee of the Senate, “An Act to authorize and provide for the disposition of useless papers in the Executive Departments” became effective February 16, 1889. This act provided for a special committee of Congress composed of two members of the Senate and two members of the House of Representatives, to which all records “not needed in the transaction of current business and of no permanent value or historical interest” were to be reported by heads of departments. If this committee reported to the Congress concurrence with the opinion of the department head, it became the duty of the latter to sell as waste paper or otherwise dispose of the records in question.³⁴ At least six acts of Congress subsequent to that of 1889, however, authorized the destruction of specific types or classes of records without the requirement that they be reported to the Congress.³⁵ Two other acts went further and gave a blanket authorization to the secretary of agriculture to sell as waste paper accumulations of files not constituting permanent records as well as worthless copies of

³¹ *United States Code*, Title 18, Sections 234, 235.

³² The second case is reported by Charles A. Beard, *An Economic Interpretation of the Constitution of the United States* (New York, 1935), 22.

³³ *Second Annual Report of the Archivist of the United States* (Washington, 1936), 15.

³⁴ *United States Code*, Title 5, Section 112.

³⁵ *Ibid.*, Title 39, Section 730; Title 15, Section 321; Title 22, Section 86; Title 39, Section 739; Title 34, Section 547; *Supplement*, Title 35, Section 23.

publications without the requirement that they be reported to the Congress; the commander-in-chief of the fleet received similar authority and such a provision was made for files in navy yards and naval stations.³⁶

An executive order by President Taft on March 16, 1912, directed heads of departments, before reporting valueless papers to the Congress, to submit such reports to the librarian of Congress in order to benefit by his views concerning any possible historical interest therein. Thus, for the first time, a competent authority was designated to pass on the possible historical interest of such papers.

It is also provided that the president's order directing any transfer, consolidation, or elimination of a governmental agency shall also provide for the transfer or other disposition of the records affected by such an order, and he is specially authorized to transfer to the custody of such of the departments and independent agencies as he may determine, the files and records of the agencies created for the period of the World War upon the discontinuance of such activities.³⁷

The National Archives act, approved June 19, 1934, empowered the archivist to inspect personally or by deputy the records of any agency of the United States government and to transmit to Congress on January 1 of each year, with the approval of the archives council, described below, a list of papers among the archives and records of the government, which appear to have no permanent value or historical interest. This act, in effect, caused all departmental reports of valueless documents to be submitted to Congress through the archivist. Otherwise the procedure established in 1889 was unchanged. Because of the supplemental or special acts, passed between 1889 and 1930, referred to above, there was some confusion and inconsistencies. Unnecessary and costly routine became apparent.

To clarify and improve the program as described above, a comprehensive and noteworthy procedure was approved by the president on August 5, 1939.³⁸ This is easily the most significant attempt by legislation to insure and safeguard the reduction of federal records. It provides that the head of any agency of the United States government having in its custody records not needed in the transaction of its current business and appearing to have no permanent value or historical interest shall:

³⁶ *Ibid.*, Title 5, Section 544; Title 34, Sections 547, 548.

³⁷ *Ibid.*, Title 5, Sections 111, 127.

³⁸ Public, 295, Seventy-sixth Congress.

1. Submit a written report thereof to the archivist of the United States. This report must be accompanied by samples of the records described therein.

2. The word "records" means "originals or copies of motion-picture or other photographic records in any form whatsoever, sound recordings, correspondence, papers, indexes, maps, charts, plans, drawings, punch cards, tabulation sheets, pictures, and other kinds of records belonging to the United States Government."

3. The archivist with the approval of the National Archives Council shall submit to Congress, at such time as he shall deem expedient, lists of records so reported to him that appear to have no permanent value or historical interest to the federal government.³⁹

4. Upon receipt by the Congress of such lists of records from the archivist, the presiding officer of the Senate shall appoint two senators who, with the members of the House standing Committee on the Disposition of Executive Papers, shall constitute a joint committee to examine such lists of records and report thereon to the Senate and House of Representatives, respectively.

5. If the report of this joint committee confirms all or a part of the archivist's report to it, then it is the duty of the heads of the agencies concerned to dispose of the records so approved as follows: "(a) By sale, upon the best obtainable terms after due publication of notice inviting proposals therefor; (b) By causing them to be destroyed; (c) By transfer (without cost to the United States Government) to any State or dependency of the United States of America or to any appropriate educational institution, library, museum, historical, research, or patriotic organization therein, that has made application therefor, through the Archivist of the United States."

If the joint committee should fail to act during a session of Congress upon any report of the archivist submitted to it not less than ten days prior to adjournment, the archivist may empower

³⁹ The National Archives Council is composed of the secretary of each of the executive departments of the government (or an alternate from each department to be named by the secretary thereof), the chairman of the Senate Committee on the Library, the chairman of the House Committee on the Library, the librarian of Congress, the secretary of the Smithsonian Institution, and the archivist of the United States. *First Annual Report of the Archivist of the United States*, 11.

the agency concerned to dispose of the records contained in such reports.

The archivist has a similar authority over records reported to him while Congress is not in session, and which "have the same form numbers or form letters or are of the same specific kind as other records of the same agency previously authorized for disposition by Congress."

6. When any records are disposed of by an agency in the manner prescribed in this act, the head of the agency shall make a written report thereon to the archivist describing the character, volume, and proceeds, if any, of such records and the date and method of disposition, as well as the name and address of any organization to which any records may have been transferred.

7. The archivist shall transmit to Congress at the beginning of each regular session a summarization of the reports received by him in accordance with Section 6 above.

8. Whenever records in the custody of the archivist become a continuing menace to human health, or life, or property, the archivist may order immediate destruction thereof provided he subsequently reports such action to Congress and the agency from which they were transferred.

9. Valueless records in the custody of the archivist may be reported by him to the Congress in accordance with the provisions of this act provided he obtain the written consent of the agency which transferred the records to him, if such an agency is still in existence.

10. The provisions of this act are exclusive "and no records of the United States Government may be alienated or destroyed except by authority sought and obtained under the provisions of this Act.

11. "All Acts or parts of Acts inconsistent with the provisions of this Act are hereby repealed."

III

It is more evident now to the student of public administration than it was fifty years ago to Woodrow Wilson that "nowhere else . . . can we make use of the historical comparative method more safely than in the province of administration."⁴⁰ It is profitable, therefore,

⁴⁰ "The Study of Administration," *Political Science Quarterly*, 11 (1887), 219.

to compare the essential elements of the present program of the federal government for the reduction of public records with the cumulative experience or objectives of most European governments as reported in the first part of this paper. Although no one government here or abroad has achieved each of the objectives or utilized all of the aids in the reduction of public records as summarized herein, each government recognizes them, more or less, aspires to a full complement thereof, and would profit by a comparison therewith such as that which follows for the reduction program of the government of the United States.

1. *The administrator must take some initiative in the administrative process for the reduction of public records; the actual selection of valuable records and listing of valueless papers, however, may profitably be done by the administrator in co-operation with the archivist.*

In the federal government responsibility for the initial selection of records proposed for elimination is placed squarely upon the administrator. There is no statutory provision for mutually beneficial co-operation by the archivist and the administrator in planning the reduction program. It is possible for such co-operative action without provision therefor in law, and in the last two years there is evidence of such co-operation, but for the most part it remains to be developed.

2. *In every instance an archivist supervises the reduction program. Minimum supervision is review of a list, but the records themselves may be examined and selections made therefrom. Supervision to insure actual maceration or other final disposition avoids future embarrassment from strays.*

All proposals for the elimination of records of the federal government are submitted to the archivist of the United States who reports to Congress only those records which appear to him to have no permanent value or historical interest of the federal government.

An effort to insure "disposition" once it is authorized by the government of the United States may be interpreted from paragraph six of the act of August 5, 1939. An administrator's report that records have been disposed of in one or more of the ways prescribed in this act does not in the case of sale as waste paper, however, provide against such documents becoming strays. Certain documents, for example, reported to be sold by one agency of the federal government at the rate of one dollar for the ton, most probably before the establishment of the National Archives or not with its concurrence if since

its creation, are now for resale by a reputable dealer at rates varying from fifty-five dollars for single documents because of the value of the stamps thereon.⁴¹ There is still no provision against such occurrences. Various European attempts in this respect, including supervision of the actual destruction or pulping preliminary to sale, or requiring maceration or burning in the contract of sale, deserve further consideration.

3. *Intervention is both possible and desirable when there is danger of loss of public records through removal by an outgoing official or death of an incumbent who may have public records in his possession.*

The inefficacy of present statutory provisions by the federal government in this respect has been indicated. Until responsibility for the enforcement of existing provisions is fixed, and serious losses of federal records are more generally recognized as such, there will be further breaches in important *fonds*.

When the president of the United States on December 10, 1938, announced a plan for the erection of a building on the grounds of his family estate at Hyde Park, to hold his official and personal papers, with the title thereto vested in the federal government and placed under the administration of the archivist of the United States, the nation's attention was called in a striking manner to the wanderings of official records of all former presidents, and a precedent was established for future presidents and other outstanding federal officials. It remains for some federal official to be designated to intervene whenever there is an attempt, at least by less formidable officers than the chief executive, illegally to remove records from their proper custody.

4. *Strays are recovered by seizure, exchange, or purchase by a designated authority usually upon the request of the archivist.*

To provide for the recovery of documents so appropriately described by the archivist of the Union of South Africa as *membra disjecta*, the archivist of the United States might well have been authorized to claim such strays and perhaps have them seized. The archivist might have been further authorized to purchase valuable stray documents. This can easily be done, of course, through the ordinary budget and appropriation procedure.

The authority granted the archivist to transfer certain records to interested public or nonpublic institutions, as described below, might well be exercised on occasion, it seems to the writer, to effect an ex-

⁴¹ *Embossed, Revenue, Stamped, Paper News* (Philadelphia. November, 1938), 23.

change for records in the custody of such institutions which were once part of federal *fonds*.

5. *Types of records known from past experience to have no permanent value can be segregated, as they accumulate, and elimination thereof is greatly simplified. This is achieved only by effective control of record making and filing in the various agencies of the government.*

While all records belonging to the government of the United States are under the "charge and superintendence" of the archivist of the United States, such charge and superintendence strictly speaking seems to be negated by limitation thereof to power of inspection and to requisition for transfer to the National Archives in accordance with the rules of the National Archives Council. Clearly the archivist is not authorized to prescribe rules for the making and preservation of records by other governmental agencies.

Record practices in the many agencies of the federal government are highly miscellaneous. The degree of effective record administration varies equally. Centralized control in the Department of State is noteworthy for its excellent results. Here the influence of the registry in the British Foreign Office is evident but not generally recognized. Intelligent supervision and advice from the treasury archivist has produced excellent results in that department. Advanced and excellent general administration in the Department of Agriculture has provided a fruitful field for progress toward the solution of some of its most serious record problems. Differing influences have made for better record practices in these several agencies. The majority of federal agencies, however, have individually contributed to a confused mass of archives of obscure *provenance*, bloated with valueless contents. Some provision remains to be made against such conditions. Representatives of the archivist can contribute only some influence toward improvement. More effective, responsible, and perhaps centralized control within each agency is needed.

In this connection, competent administrators of current records in governmental agencies may well consider what effect such an inclusive description of records as that contained in the law of August 5 might have on their efforts to establish official and complete files to the exclusion of files not required or needed to be kept. These latter files are harmless when they seem to satisfy preferences of some officials, provided the important concept and integrity of the *official* file is

not dissipated thereby. Some definitions of public records have been well qualified when they excluded records not required or needed to be kept.

6. *A comprehensive plan can be developed for temporary or permanent retention of more or less valuable documents and prompt elimination of valueless papers after appropriate lapses of time.*

As previously indicated, co-operation of the archivist with the administrator in the initial selection of records to be eliminated is not required by federal law. Such co-operation is highly profitable to both and in a few instances representatives of the archivist have assisted administrators in the first steps in the "disposition" procedure. Further co-operative planning which need not be provided for by legislation should develop.

Section 5 of the act of August 5, 1939, provides that any records which have no permanent value or historical interest, reported to the archivist while Congress is not in session, and which "have the same form numbers or form letters or are of the same specific kind as other records of the same agency previously authorized for disposition by Congress" may be authorized for disposition by the archivist without obtaining the approval of the Congress or of the National Archives Council. The elimination of considerable quantities of records is thus expedited. It is regrettable that this provision is limited to that part of the year when Congress is not in session. No essential safeguard against unwise destruction can be presumed in the fact that the Congress and the National Archives Council annually consider and approve the elimination of certain routine papers of the same type and kind of content reported to them regularly each year by the same agencies. In view of the fact that the procedure involved is costly and time consuming, a desirable goal involving a seemingly minor change in the present lists submitted by the various departments is changing the time element from specified dates describing each class of records to a simple indication of the lapse of time, from the origin of such records, after which they may be destroyed. Once a list containing the item "Employees' applications for leave, to be destroyed after two years" is approved in the regular manner, there is no further need for reporting that item. Any reasonable simplification is highly desirable, considering the great number of such items and in view of the many governmental units affected by the procedure prescribed in the act, including not only the National Archives and the

agency concerned, with the many divisions and superior authorities affected therein, but also the National Archives Council, the Congress of the United States, and the Government Printing Office, with additions of the General Accounting Office and the Department of the Treasury if the records are sold as waste paper. Recent lists of valueless documents prepared by the English Public Record Office, particularly the one described above, is an excellent model for the change proposed here. Not only can provisions for continuing authorizations be included, but also a well planned program involving a selection and description of the records that should be retained, transferred to the central archives, or transferred to a designated depository not within the ordinary jurisdiction of the government.

7. *An orderly program for transfers to the central archives tends periodically to throw the spotlight of attention on collections of doubtful or no value. Records of defunct agencies not needed by successor agencies should be promptly transferred to the custody of the archivist. Eliminations therefrom can best be made before such transfer and when the special knowledge and advice of former custodians are still available.*

This objective is properly overshadowed for the present and probably for some time to come by the great backlog of federal records long noncurrent and so poorly provided for prior to the establishment of the National Archives. When this backlog has been taken up, however, it is desirable that some provision be made, possibly by regulations of the National Archives Council, for periodic transfers, possibly by determining a date, or still better a lapse of time, with the requirement that all valuable documents accumulated prior thereto be transferred to the central archival depository. Such a provision will in addition to its already sufficient *raison d'être* call attention to valueless documents which may be eliminated.

The president of the United States is required, as previously indicated, to include in his order directing the transfer, consolidation, or elimination of a governmental agency, provisions for the transfer or other dispositions of the records affected by such an order. It is important that proper elimination of valueless records also affected thereby be achieved while the special knowledge and experience of the former custodians are still available. This is not provided for by existing statutes or regulations.

8. *To grant or loan certain types of records to local or specialized institutions is an excellent alternative to destruction.*

The authority to transfer records, valueless to the government of the United States, "to any State or dependency of the United States Government or to any appropriate educational institution, library, museum," and so forth, recently granted to the archivist of the United States in Section 5 of the act of August 5, 1939, is an excellent addition to federal regulations. It is probable that American archivists like their European colleagues will find that financial and judicial records, partly because of the bulk of such documents but also because of their specific and usually local character, specially lend themselves to such transfer. The educational advantage of any spread of source materials is evident.

9. *The value of a record, usually a descriptive list, and perhaps a sample, of documents destroyed is obvious, and the actual authorization for destruction may be prepared so as to serve this purpose.*

Provision for the preservation of a record and perhaps a sample of the types of papers destroyed by the federal government, while not specifically enjoined by the act of August 5, 1939, is achieved in fact by the practice of the Joint Congressional Committee to order the printing of all descriptive lists of valueless documents which it has approved, and by the archivist's practice of preserving a satisfactory sample from among those submitted to him in accordance with this act or in accordance with the customary procedure before the passage of this act.

10. *Utilization of microfilming and scientific sampling are important potential aids now being developed. The retention of abstracts and registers permits destruction of bulky originals.*

Thus far microfilming has been put to satisfactory use specially by the Bureau of the Census, the Public Debt Service, the Social Security Administration, and the National Archives in co-operation with the Veterans' Administration. In most cases the primary purpose was a duplicate record. In several, however, the bulkier originals may, in time, be destroyed.

As indicated above, scientifically selected samples, in one case amounting to fifteen per cent of the large quantity of one body of records, have been preserved in lieu of whole collections. In these two efforts to reduce the bulk of public records, it seems that Ameri-

can archivists, because of greater financial resources and perhaps greater adaptability, are pointing the way to their European colleagues.

In the availability of abstracts or registers which can be preserved instead of the bulkier original documents, European archivists for the most part have a distinct advantage in the uniformly greater effectiveness of record controls in their administrative agencies. Much of this is to be attributed to the registry principle.

11. *Destruction before transfer to the central archives is desirable but provision for elimination thereafter is necessary.*

Before the new statute was approved on August 5, 1939, the archivist of the United States had found it necessary to submit to the Congress a report of valueless papers from among those which had been transferred to his custody. The new statute, as indicated above, makes provision for such eliminations.

12. *The setting of a deadline, prescribing dates with a blanket prohibition against destroying any records which accumulated prior thereto is generally a nuisance provided a competent archivist is available to supervise the destruction program.*

There is no provision of this sort obstructing the archivist of the United States in his appraisal of the permanent value or historical interest of any records recommended to him for elimination. Before the appointment of an archivist, however, such a deadline might have prevented the unfortunate destruction or scattering of many federal records.

From the above comparison it is clear that the procedure for reducing the bulk of federal records has greatly improved, but much remains to be done. We have it on excellent authority that "the analogy is not misleading if one states that the Government now has buried in its files as much in the way of intellectual resources as there are natural mineral resources buried beneath the soil of the North American continent."⁴² Any program for reducing the bulk of public records therefore should include maximum safeguards against losses while identifying and nurturing such invaluable intellectual resources and eliminating damaging and burdensome accumulations of waste.

EMMETT J. LEAHY

The National Archives

⁴² Report of the Science Committee to the National Resources Committee, *Relation of the Federal Government to Research* (Washington, 1938), 53.

ARCHIVAL DEVELOPMENT IN THE LOWER MISSISSIPPI VALLEY¹

THE men who fought the War for Southern Independence lived for the next three decades in the aura of a valiant though defeated cause. Many of their sons, rising to manhood during the harrowing days of a nation's defeat and a region's rehabilitation, lived only to explain (without benefit of critical analysis of actual historical records) the day of Gettysburg and Appomattox. The next generation cut its literary teeth on Thomas Nelson Page, Thomas Dixon, Jr., and John Esten Cooke, and still saw the South in terms of the romantically conceived plantation régime. The present generation has found itself torn with doubts, since—from both within and without—the South has been christened the problem child of the nation. Regardless of the validity of the data on which the charges against the South are based, the present writer comes before you as one Southerner (unregenerate in some respects) who admits candidly that in at least one important element of cultural progress—the preservation of archival, manuscript, and other historical materials—many of the states of the South have generally lagged behind those of the North.

Although archival problems have doubtless been similar throughout the country, public apathy and the lack of constructive leadership have been the rule in most of the Southern commonwealths. Notable historical legacies have been housed in attics, closets, vaults, basements, and even frame out-buildings, where dampness, dust, and insects have held sway. State and local officials, too often careless or neglectful of their duties in the preservation of their records, have permitted the destruction of countless thousands of irreplaceable documents. But a study of the history of archival work in the lower Mississippi Valley reveals that the blackness of the situation has not always been unrelieved by a few glimmerings of light. About the turn of the century, Arkansas, Mississippi, and Louisiana began to follow the leadership of other states in taking some interest in what is hopefully referred to as objective history and, before the first decade had passed, the first two states established agencies dedicated to the preservation of state records. Archival science was still in its infancy and

¹ A paper read before the second annual meeting of the Society of American Archivists, Springfield, Illinois, October 25, 1938.

too often the documents were boxed, unlabeled, and relegated to the dark closet, never to see the light of day except when some itinerant and unusually persistent research student dragged them forth.

Before a discussion of the historical development of archival economy in each of the three states is attempted, a note of explanation is appropriate. The writer's purpose is not to offend, but to analyze. The following statements are made only after careful consideration, and a three-year period of active field work in the states concerned. It is hoped that criticism will be accepted as being constructive in that it may help lead to archival activity along aggressive and modern paths.

Although attempts were made to begin archives work in Arkansas during the last half of the nineteenth century, no tangible progress was made until 1903. The father of the movement was Professor John Hugh Reynolds of the history faculty at the University of Arkansas, who gave a series of lectures on Arkansas history to university literary societies. Intense local interest was aroused and in June, 1903, the Arkansas Historical Society was organized by the students of the university. During the following winter the society was reorganized on a state-wide basis, with Professor Reynolds as the first secretary. During the year 1904 many old newspapers, pamphlets, books, and some manuscript material pertaining to the history of the state were collected by the society. In 1905 a bill was introduced in the legislature organizing a nonpermanent Arkansas Historical Commission. Two years later the life of the commission was extended for a second biennium.

The historical missionary work of Professor Reynolds, coupled with the publication of two volumes of historical material by the commission, awakened much interest and a belief in many quarters that the organization should be made a permanent part of the state government. The legislature of 1909 thereupon passed an act creating the Arkansas History Commission along the same general lines as the departments of archives and history of the states of Alabama and Mississippi. The act provided for the location of the commission in the new state capitol, and for the appointment of the commission and a permanent secretary. No provision for the salary of the secretary was made and for two years this office remained vacant. In 1911 a bill appropriating the necessary funds was passed by the legislature but vetoed by the governor, notwithstanding which the commission

adopted a resolution electing "Dallas T. Herndon, of Georgia, a man well qualified for the Secretaryship," who "has agreed to accept the office, trusting to the good faith of the next Legislature to reimburse him,"² on the condition, however, that the commission, while assuming no financial liability, agreed to recommend to the next legislature an appropriation sufficient to cover his salary. On this unstable foundation was begun the building of the structure of archival activity in the state of Arkansas.³

In the years since 1911 Dr. Herndon has collected many hundreds of volumes of newspaper files, has made subject bibliographies, organized information concerning Arkansas history, and secured several private collections of manuscripts. He has written on the history of the state, has compiled rosters of Arkansas soldiers in the War with Mexico and the War for Southern Independence, and has installed and operated an historical museum.

The commission's holdings are housed in the state capitol. In addition to state archives, state publications, and exchanges, there is a total of twenty-eight linear feet of manuscript material arranged and filed in labeled envelopes or other containers. Slightly more than half of this material has been arranged, generally by donors' names and by chronology, though less frequently under subject heading. For the period preceding 1871 the commission has in its possession a considerable collection of fugitive American publications of more or less public nature. This material is for the most part fairly well organized.

In 1938 the commission sponsored a WPA project which has rebound, mended, and catalogued books, pamphlets, and newspaper files, which until this time had been chiefly stored without order and without regard to preservation in the damp fastnesses of the capitol's subterranean regions. This project has done notable work in rescuing from almost certain destruction many important records of Arkansas' past. In view of the fact that Dr. Herndon has been considerably hampered by the lack of financial co-operation from the state, it is appalling to think of the possible archival future of Arkansas had it not been for the labors of these project workers.

² Dallas T. Herndon, *Centennial History of Arkansas* (Chicago, 1922), I, 601.

³ For the early history of the Arkansas History Commission, in addition to the acts of 1905, 1907, and 1909, see the following works: Herndon, *Centennial History of Arkansas*, I, 599-602; *ibid.*, *Highlights of Arkansas History* (The Arkansas History Commission, 1922), 149-150, 153-155; *ibid.*, "The Arkansas History Commission—a Review of Its Work," *Publications of the Arkansas Historical Association* (Conway, 1917), IV, 272-283.

Much is yet to be done before Arkansas' records, public and private, will be safely preserved and made available for the student of history. An archives building or at least commodious quarters should be provided. The secretary should be given enough financial assistance to enable the proper functioning of his commission. A trained cataloguer is gravely needed. Funds should be appropriated for the purchase of private manuscript collections, newspaper files, and the transcription or microfilming of Arkansas archives material outside the state. The state and local authorities as well as the secretary of the historical commission should take full advantage of the unprecedented opportunities offered by various federal agencies, particularly the Historical Records Survey. A closer co-operation is needed between the commission and the governing officials of the state, with institutions of higher learning, and with many interested private citizens.

The work of Professor John Hugh Reynolds in Arkansas found its counterpart in Mississippi in the labors of Dr. Franklin L. Riley, a professor of history at the university, and General Stephen D. Lee, president of the Mississippi Historical Society. In March, 1900, an historical commission was created by legislative enactment and two years later, through the immediate initiative of Governor A. H. Longino, a bill was passed "to establish a State Department of Archives and History under the auspices of the Mississippi Historical Society" to be located in the capitol and to have for its principal purposes and objectives "the care and custody of official archives, the collecting of materials bearing upon the history of the State and of the Territory included therein, from the earliest times, the editing of official records and other historical materials, the diffusion of knowledge in reference to the history and resources of the State, the encouragement of historical work and research, and the performance of such other acts and requirements as may be enjoined by law."⁴ In compliance with this statute, the board of trustees met on March 14, 1902, and elected Dunbar Rowland of Coffeeville, Yalabusha County, director of the department and secretary of the commission.

During the first year archives materials were collected from various places about the old capitol, a tentative classification was made, and the collections were boxed preparatory to removal to the new state

⁴ Mississippi, *Laws*, 1902 (Jackson, 1902), ch. 52, pp. 43-45; Dunbar Rowland, *Mississippi* (Atlanta, 1907), 1, 126; see also *First Annual Report of the Director of the Department of Archives and History of the State of Mississippi* (Jackson, 1902), 3-15.

house. The Mississippi Confederate archives were located and the first annual reports popularized the work of the department. Official and statistical registers appeared, and the director found time to edit a three-volume cyclopaedic history of the state, in addition to other publications. The first decade saw intense activity in collecting archival and manuscript materials, but after 1912—though the department's budget for certain bienniums ran as high as forty thousand dollars—there was a gradual lessening of emphasis on manuscript acquisition. During the years from 1912 to 1937 Dr. Rowland compiled, edited, and wrote many volumes pertaining to the history of the state. He died in November, 1937, having served as director of the department for over thirty-five years.

On January 1, 1938, Dr. William D. McCain, a native of Mississippi, resigned his post in the National Archives at Washington to assume the position made vacant by the death of Dr. Rowland. A Gargantuan task awaited Dr. McCain. He inherited an extensive, miscellaneous, uncatalogued library; a large collection of newspapers, uncatalogued and unsystematically bound; a few small collections of private manuscripts, unaccessioned and scattered throughout the building; and numerous rooms and closets filled from floor to ceiling with the state archives. In the brief period since assuming office, Dr. McCain has made a remarkable record. Among other accomplishments during his administration might be listed the sponsorship of a WPA project which has bound some three thousand volumes of newspapers; the preparation of a check list of Mississippi imprints; the reorganization of the state historical society and the founding of a quarterly publication; the opening of negotiations for the exchange of manuscripts and newspapers with other state departments of archives and particularly with the Department of Archives and Manuscripts of Louisiana State University; and the cleaning, sorting, and inventorying of Mississippi's archives.

The archival outlook at the present moment in Mississippi is promising. The director is a trained and thoroughly capable archivist, intensely interested not only in the editing and writing of the state's history but in the collection and preservation of countless manuscript collections as well as the official archives of the state.

Louisiana, unlike Mississippi or Arkansas, possesses neither an historical commission nor a state department of archives and history. Under the present laws there are two depositories containing por-

tions of the archives of the state: the Louisiana State Museum at New Orleans, and the Department of Archives and Manuscripts at Louisiana State University.

Historical interest began in Louisiana over a hundred years ago with the organization of the Louisiana Historical Society. The society prospered until 1860, but the scope of its activities was reduced to terms of bare existence during war and Reconstruction years. In 1888, Charles Gayarré resigned the presidency, an office which he had held for twenty-eight consecutive years. With his resignation, lethargy again set in but 1893 brought another revival of the organization.

In 1906 an act was passed establishing a permanent state museum at New Orleans.⁵ Five years later the museum was permanently housed at the Cabildo and the Presbytère. Despite meager appropriations from the state, Curator Robert Glenk made progress in the collection of colonial and state archives and the archives of New Orleans. Much of this material was catalogued and some has been published in the *Louisiana Historical Quarterly*. In 1915 the Commission Council of New Orleans turned over the city colonial records then housed in the city archives. In addition to archival material, the museum secured the gift or loan of many personal manuscript collections. Mr. Glenk served as curator until December 10, 1934, when James J. A. Fortier, the son of Professor Alcée Fortier, a Louisiana historian, was appointed president and assumed active direction of the museum. With the aid of various agencies of the federal government and increased state appropriations, Mr. Fortier has renovated, restored, and rebuilt the museum buildings. The records have been cleaned, repaired, and catalogued. Few collections of private manuscript material have been received during the past several years.

About the time of the reorganization of the Louisiana Historical Society a number of prominent Louisianians became interested in collecting historical materials. They introduced public opinion to the necessity of preserving private manuscripts dealing with the history of the state, and proved the generating force in the establishment of the Department of Archives and Manuscripts at Louisiana State University. During the ten-year period prior to 1932, a few scattered collections found their way to the library of the university. In that year the writer became a member of the Department of History and

⁵ For the history of the establishment of the Louisiana State Museum see Robert Glenk, *First Biennial Report of the Board of Curators of the Louisiana State Museum* (New Orleans, 1908), 7-17.

began traveling throughout the state in search of manuscript materials. In 1935 the library agreed to pay his traveling expenses; a year later he was relieved of half his teaching duties and the Department of Archives and Manuscripts was officially organized as a division of the university libraries. The same year the legislature passed an act empowering the Louisiana State University through this department "to perform certain services in the way of preserving state and parish records and distributing and exchanging state documents; and to authorize the state, parish and other officials to turn over certain records to said Institution." Under the authority of the act the department was authorized "to receive and collect public records or documents and materials bearing upon the history of the state."⁶

The personnel of the department has been increased to meet the needs of a constantly expanding program. In 1936 a half-time cataloguer was appointed. The same year a half-time assistant took over the task of sorting incoming collections. Twelve months later a part-time secretary was secured and on September 1, 1938, William R. Hogan, regional historian of the National Park Service, became assistant archivist, devoting full time to the work of the department.

On January 1, 1937, the department's manuscripts totaled slightly more than fifty-six thousand pieces, the majority of which were of a private nature. By January 1, 1938, the manuscript material had more than doubled and some fifteen million items of an archive nature had been received from state and parish officials. These archives have been sorted, inventoried, and the task of cataloguing and indexing begun. Through the co-operation of the Historical Records Survey, typescripting, calendaring, and biographical indexing are already under way. The records have been cleaned, boxed, and arranged in order in the stacks. Much is yet to be accomplished, but the co-operation of state and local officials and an interested university administration is perhaps the best augury of the future of the department.

In conclusion, it must be admitted that the archival future of Arkansas is not encouraging. The historical commission is passive, not active, in view of what could and should be accomplished. Too much energy has been wasted in the writing of patriotic state history, in the building and maintenance of political fences, and not enough in collecting, preserving, and making available for the student the archives and manuscript records of the state. Until 1938 the same general

⁶ Louisiana, *Acts*, 1936 (Baton Rouge, 1936), Act No. 258, pp. 669-670.

criticism could have been made of Mississippi, but with the inauguration of the present régime, the Department of Archives and History has been given a new lease on life, and much can be expected in the immediate future. The chief criticisms of the present situation in Louisiana are two: Many of the important archives are now in the possession of the Louisiana State Museum, where they are subordinated to the major interest of that institution; and, although the Louisiana State University Department of Archives and Manuscripts is authorized by basic law to act as the needed central archives agency, its budget is still too small and its domicile, though modern and adequate at the present writing, will be outgrown within the biennium.

Although the entire South, including the lower Mississippi Valley, has always been extremely historically minded, the majority of its states have not been vitally concerned with the preservation of the documentary and manuscript records of its past. There are many encouraging signs, however, that in the future these records will be collected, properly housed, and made available to that small but growing group of Southern historians who have chosen to become realists rather than romanticists.

EDWIN ADAMS DAVIS

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REVIEWS OF BOOKS

Archives and Libraries, edited by A. F. Kuhlman, chairman A.L.A. Committee on Archives and Libraries. Papers presented at the 1939 conference of the American Library Association, representing the joint program of the Committee on Archives and Libraries of the A.L.A., the Pacific Coast members of The Society of American Archivists, and the Historical Records Survey. (Chicago. American Library Association, 1939. \$1.75.)

This collection of thirteen papers is grouped around four general headings: "Some of the Next Steps in Archival and Historical Manuscript Work," "Suggestions for a Code of Cataloging," "Manuscript Collections," and "The Use of Microphotography." There are from two to four essays under each heading. In them we see that process of digestion which is so essential to the full development of ideas in relation to the problems of manuscripts and archives. The subdivision "Manuscript Collections" differs from the others in that it is largely descriptive of some of the manuscripts in the Bancroft and Huntington libraries and in the Spanish archives of New Mexico. J. M. Scammell, Luther H. Evans, Dorsey W. Hyde, Jr., and Theodore C. Blegen discuss the work of the Historical Records Survey. Mrs. Evangeline Thurber and Miss Grace Lee Nute offer their experience in cataloguing problems. Herbert I. Priestley, R. B. Haselden, and George P. Hammond describe manuscript collections in California and New Mexico. Microphotography is discussed by L. Bendikson, Herbert I. Priestley, George P. Hammond, and Vernon D. Tate.

CHARLES W. PAAPE

SHORTER NOTICES

The paper, "Agricultural Records; Their Nature and Value for Research," presented by Mr. Everett E. Edwards, agricultural economist of the Bureau of Agricultural Economics, United States Department of Agriculture, at the session on Special Type Archives at the second annual meeting of the Society of American Archivists in Springfield is printed in the January, 1939, issue of *Agricultural History*. The issue is volume XIII and the article appears on pp. 1-12.

Volumes II, III, and IV of the *Survey of Local Finance in Illinois* (Chicago, 1939), prepared by the Illinois Tax Commission in co-operation with the Work Projects Administration, cover property taxation over the periods 1927-1936 and 1937-1938 and receipts and disbursements of townships and road districts. Volume IV is the first generally available record of township finance. The project looms in importance as a usable publication of archival financial records of the diverse agencies of local government. These volumes are, as one of the letters of transmittal states, a census of taxation. The magnitude of the task is apparent on even paging through the volumes. Some volumes are still in preparation. It is hoped that an adequate review will be possible when the final volumes are issued.

The *Annual Report, 1938-1939*, of the Hayes Memorial Library at Fremont, Ohio, states that the library is planning to develop its bibliographical and reference aids as a primary objective in its program of service to scholars. In addition to developing the usual forms of bibliographical aids, the library will undertake a program of bringing together for consultation unprinted and unpublished bibliographies by means of microphotography. An important part of the year's activity was the development of staff routines and services, a field in which the library hopes to distinguish itself. Some notable accessions have been made available during the year. A statement by the committee on grants offered by the Hayes Foundation is appended to the report.

Bulletin No. 7, October, 1939, of the Technical Section, British Records Association, contains a short article on "War Conditions and Record Work: Problems Affecting Archivists" by the deputy keeper of public records, C. T. Flower. Mr. Flower states that about one thousand tons of the most important records in the Public Record Office are being placed in countryside repositories. Two thousand tons of paper will not be moved from Chancery Lane. The program of protection undertaken is of a threefold nature: evacuation, strengthening the depository to minimize possible damage to the building and its records, and training of the personnel to meet situations which may arise. The deputy keeper warns against indiscriminate pulping of paper for

war uses; the need for paper and parchment has already come to the attention of British archivists.

The *Inventory* of the records of San Luis Obispo County, California, No. 41 of the state series, is one of the largest in size thus far noticed. The extensive essays on the history and procedure of the various offices are in part responsible for its 524 pages. Few papers date from the Spanish period and the most important of these are the miscellaneous instruments of the *alcalde* during the period of 1840-1850. It is of interest to note that a few offices of Spanish origin were continued in the county organization set up in 1850.

Endre Csobán reviews THE AMERICAN ARCHIVIST, 1, No. 1 (January, 1938), in *Levéltári Közlemények*, xvi (1938), 265-267. The following translation was submitted by Olga P. Palmer:

The Society of American Archivists was founded at the end of 1936 and the publishing of a quarterly journal was decided upon at the organization meeting. The editing is accomplished by an editorial board of five members: Christopher Bush Coleman, Edna Louise Jacobsen, Luther Harris Evans, Herbert Ingram Priestley, and Theodore Calvin Pease (managing editor). The first number appeared in January, 1938.

The purpose of the journal is practically simple: to be as useful as possible to the members of the Society. To that end it welcomes suggestions from members—professional news notes, and reviews of books and official publications, especially of those relating to archival administration. It directs special attention to European archival work. Europe—states the announcement—preserves a large quantity of archival lore gained from the experience of the past. Slavishly copying it would be an error second only to ignoring it entirely; judiciously applied, it would be most useful in the solutions of many problems.

Consequently, the dissemination of European archival information was begun in the first number on the basis of two journals: the German *Archivalische Zeitschrift* and the Magyar *Levéltári Közlemények*. The former was selected because it is the leading professional journal of German archivists, and the latter because "of the geographic and political position which Hungary occupies in Eastern Europe, *Levéltári Közlemények* extends its interest to all Eastern European states." The highly scholarly nature and rich content of the Magyar journal is pointed out, particularly in that forty-two publications in nine languages are reviewed in the periodical and book report section. The periodical under discussion is volume xiv (1936) of our journal [*Levéltári Közlemények*], all the articles of which are abstracted in ten pages of THE AMERICAN ARCHIVIST while the analysis of the same year's volume of *Archivalische Zeitschrift* occupies four and a half pages.

These two reviews are the two concluding articles of the American

journal. The German journal was abstracted by Andrew C. Albrecht and *Levélári Közlemények* by Olga P. Palmer. In addition to these, there is a twenty-two page article on "Manuscript Repair in European Archives" by L. Herman Smith. More than half of the article is concerned with the manuscript repair processes of the Public Record Office in London. The workrooms of the British Museum, the National Library of Wales, and five other English archives and libraries are discussed more briefly. According to the promise of the author, reports on other important European archives and libraries will follow in succeeding numbers. L. Herman Smith is a member of the staff of the Department of Manuscripts in the Huntington Library (San Marino, California) and made his study in Europe in 1935. The archives, the stack equipment, and the method of arrangement of documents is described in general. This study constitutes the leading article of the journal.

In the "Reviews of Books" section, Theodore C. Pease reviews Hilary Jenkinson's *A Manual of Archive Administration*, second edition, published in London and New York in 1937. In contrast to Jenkinson's strictly archival viewpoint, Theodore C. Pease emphasizes the historian's viewpoint and states that it is not possible to draw such a sharp line between archives and historical manuscripts as Jenkinson does. The review is three pages long.

Under the heading "Shorter Notices" appear two pages of archival news. These news items communicate mainly the publishing of archival inventories in various states and cities of the union. "News Notes" devotes seven pages mainly to personal news from all parts of the United States; to death notices of J. Franklin Jameson, historian, Dunbar Rowland, archives director, Tikhon Lavrischeff, university professor, and others; and to appointments to positions in the National Archives and other archival establishments. In this same section there is also a description of the new Maryland Hall of Records, its stack equipment, and records; of the meeting of the Southern Historical Association; of the location of Florida state and other historical records; of the moving of the South Carolina Historical Commission into new quarters; and of similar news from other states.

Taken as a whole, this journal, although initially of small content, marks a serious start toward a goal which the Society of American Archivists has set. The material assistance will no doubt increase in large measure and there will be no lack of professional co-operation. That the three main articles deal with European accomplishments seems to indicate that American archival theory is still in its infancy. Even these three articles emphasize the practical aspects. The reciprocal intellectual effect thus started may be welcomed joyfully by European archival science, and we Magyars should foster the continuation and strengthening of the established contacts. Pragmatically, Europe may learn much from America, which in turn will no doubt put the results of European theory into practice much sooner than Europeans.

Volume XIX of the *Bulletin* of the Virginia State Library is devoted to a check-list of Virginia state publications during the period 1932-1935. A useful index and a list of the publications of the Virginia State Library fill out the volume of 202 pages.

NEWS NOTES

THE SOCIETY OF AMERICAN ARCHIVISTS

Report of the Secretary, October 13, 1939

The Society has continued in the past year to act as a means of facilitating the exchange of archival knowledge and ideas among official archivists and historical manuscript collectors, and certain of its committees have begun to make constructive contributions as results of planning and study. The enthusiasm of a great majority of its members has continued and appears to be founded upon a substantial basis of recognition of common interests. The membership of the Society has remained practically constant. A few persons were dropped for nonpayment of dues because it was felt that the Society had reached a sufficiently mature stage to eliminate dead weight from its membership list. This loss has been made up by the enrollment of a rather steady increment of new members. The membership committee will continue its efforts to enlist the co-operation of persons known to be active in this field who are not yet affiliated. The secretary has been materially assisted by the remaining members of the Committee on Membership whose names, along with those of all other committee members, were published in the April, 1939, issue of *THE AMERICAN ARCHIVIST*.

With deep regret the deaths of two members are recorded. Dr. James A. Robertson was one of the founding fathers of this Society, and had hoped as archivist of Maryland to be the host at this meeting. It was on his invitation that it was decided to meet at Annapolis. Prof. John Carl Parish, of the University of California at Los Angeles, was one of our most valuable members on the Pacific Coast. The services of both of these men are recounted in *THE AMERICAN ARCHIVIST* for April, 1939.

Since the second annual meeting, which was held at Springfield, Illinois, last October, the Society as a whole has held one session in the form of a luncheon conference with the American Historical Association in Chicago on December 30, 1938. Sixty members and others there heard Dr. Robert C. Binkley's paper on "Strategic Objectives of Archival Policy" which was published in the April issue of *THE AMERICAN ARCHIVIST*. Arrangements have been made for a luncheon at the forthcoming meeting of the American Historical Association in Washington, D.C., in December of this year. Dr. Roy F. Nichols has agreed to address that session on "Alice in Wonderland, or the Historian Among the Archives."

Regional groups of members have convened four times. The Pacific Coast members had an opportunity to discuss archival problems during the regular meeting of the Pacific Coast Branch of the American Historical Association last December and again at the annual meeting of the American Library Association in June, when members of this Society actively participated

in the program. Two meetings of members residing in and near Washington, D.C., were held. At the first, Mrs. A. Norma Kilmartin, of the United States Department of War, discussed the need for central files in governmental agencies; and at the second, Miss Helen L. Chatfield, archivist of the United States Department of the Treasury, talked on the function of management in relation to archives.

The council, which is vested with the administration of the Society's affairs, held two sessions at the Springfield meeting. Its minutes have been published. In addition, it has engaged in a very considerable amount of correspondence. Actual votes by mail have been concerned with routine matters, such as the election of new members and the decision to meet again with the American Historical Association. The council is also convening during this third annual meeting of the Society.

The retiring president, Dr. A. R. Newsome, has served as chairman of a special Committee on Uniform State Archival Legislation which has accomplished a serious and intelligent task in drawing up a model for public records legislation. This draft was discussed by the council at its meeting today and will be referred to later in this business meeting. It will certainly be one of the most significant contributions made by the Society at any time.

Two other special committees were appointed at the last annual meeting and will report here: the Committee Advisory to the Historical Records Survey, of which Mr. William R. Hogan is chairman, and the Committee on Pronunciation, headed by Dr. Edwin A. Davis. Most of the regular committees of the Society have been active and the results of some of their studies are being exhibited in papers read at this meeting. Dr. William D. McCain, chairman of the Committee on Public Relations; Dr. C. C. Crittenden, chairman of the Committee on the Publication of Archival Material; Mr. Emmett J. Leahy, chairman of the Committee on Reduction of Archival Material; Mr. S. W. Boggs, chairman of the Committee on Maps, are all on the program in addition to Dr. Newsome and Mr. Hogan. A member of the Committee on Public Relations, Col. J. M. Scammell, was largely responsible for the sessions at which the public relations of archivists were discussed during the San Francisco meeting of the American Library Association.

A list of terms used in various phases of archival activities was circulated among all members of the Society by Dr. Nelson M. Blake, chairman of the Committee on Terminology. Dr. Blake has prepared a card file of definitions received both at this time and earlier when a smaller list of persons was circularized, and on the basis of those cards is making comparative studies. It is obvious that clarification of terminology, while it should not be argued in the same tone as one uses in expounding moral principles, can be of great utility. A number of responses have come in from Dr. Blake's questionnaire. More would come if the recipients would carefully note the statement that

they are invited to select any group of terms, however small, particularly within their interests and to define those instead of being passively overwhelmed by the impressiveness of the entire list.

The Committee on the Reduction of Archival Material reports that its chairman, Mr. Emmett J. Leahy, has successfully completed his six month inspection tour of European archival administrations sponsored by the National Archives. Some reports of his findings have been made and others are in preparation. Mr. Leahy's preliminary report on "European Policies in the Reduction of Archival Material" submitted to the secretary of the Society in 1938 has been corrected and expanded, partly as a result of this tour of inspection. There has been added to it an analysis of the new federal statute covering the appraisal and disposition of government records, and it is hoped that the entire statement may be published in *THE AMERICAN ARCHIVIST*. Miss Chatfield, a member of this committee, collaborated with the chairman in his studies in France and England. Miss Chatfield was especially interested in record administration in French and English ministries.

Dr. Vernon D. Tate continued to serve on the council of the American Documentation Institute as the Society's nominee and attended the International Documentation Conference at Zurich in August.

The Society's publication budget was somewhat increased for this calendar year to allow an increase in the number of pages of *THE AMERICAN ARCHIVIST*. A review of the two complete volumes which will be published by the end of this month indicates a breadth of such matter and a tone of excellence which are a measure at once of its great value and of the earnest and capable efforts of its editor, Prof. Theodore C. Pease. An interesting observation is that where sample copies have been requested, the inquirers have always joined the Society or subscribed after seeing one issue of the journal. The number of subscribers has increased as has the foreign distribution. A considerable number of orders for back copies to make complete files has been received, especially from libraries. In fact, the April, 1939, issue is almost out of print, as is the 1937 volume of the *Proceedings* of the Society.

Professor Pease greatly regrets being unable to attend this meeting as he had hoped to emphasize personally the need for even greater co-operation of the members in the submission of material for the journal. After all, the level of excellence to be attained is largely governed by the quantity and character of contributions from which the editor can choose. This applies not only to articles but also to the very important section of news notes. This section of the journal has become one of the best means of exchanging information among archivists, and its value can be enhanced only by the voluntary assistance of members in submitting information. Let it be said that no important archival development, local or otherwise, should fail to come within the knowledge of the editor of the journal. Any information concerning persons,

important collections, buildings, or the various fields of the Society's committees will be of interest. It is frequently convenient for members to submit such information to the secretary in connection with other correspondence and when this is done he promptly forwards it to the editor.

The same exhortation concerning co-operation of members in the aims and activities of the Society can be applied to the work of the committees and the meetings. The committees can serve in two ways, either as agencies for dissemination of information or as bodies actually studying specific problems. Their types of activity and the needs which they must meet can best be judged by widespread expression of opinion from the members. The program committees have scheduled the business sessions at annual meetings at such an hour that all members can easily attend. There is, therefore, no justification for any member's failing to express himself upon phases of the Society's work upon which he has opinions.

It may be said that members of the Society have participated in various activities in the archival field which are not under the control of the organization but which are of great interest to it. Among these may be mentioned the experiments in the training of archivists conducted at Columbia University, the University of Chicago, the American University and at the National Archives. Among them may also be mentioned the construction of two new state archives buildings, necessarily accompanied by study of the requisites for proper physical care. The new Hall of Records of Delaware was opened last spring under the direction of Dr. George H. Ryden and Mr. Leon de Valinger, Jr.; and the new Alabama building is under construction under the supervision of Mrs. Thomas M. Owen.

The year has seen a complete reorganization of the Historical Records Survey caused by the decentralization of certain Work Projects Administration enterprises. It is understood that the Washington office will continue to advise and co-ordinate local projects but that all the management has been turned over to separate projects organized in the various states. Members of the Society have individually and collectively a real opportunity in the need for encouraging proper respect and appreciation of the accomplishments of the Historical Records Survey in the various states, in the hope that the work can be continued on as high a plane of intelligent direction as it has under Dr. Luther H. Evans, the national director.

One interesting special activity in which certain members of the Society have participated is the organization of the Franklin D. Roosevelt Library at Hyde Park, New York. Dr. Waldo G. Leland was appointed chairman of the executive committee to plan the library and archives. During his absence in Europe, and now in South America, Dr. R. D. W. Connor has served as acting chairman of the committee.

PHILIP C. BROOKS, *Secretary*

Minutes of Business Meeting, October 13, 1939

The annual business meeting of the Society convened in the Mirror Room of Carvel Hall, Annapolis, Maryland, at 9:00 P.M., on Friday, October 13, 1939, with approximately sixty members and institutional delegates attending.

After introductory remarks by the president, the reports of the secretary, treasurer, and auditing committee were read and approved. The council's recommendation that the Society of American Archivists recommend to the Work Projects Administration the continuation of the work of the Historical Records Survey was approved.

Dr. Solon J. Buck read the report of the nominating committee, presenting the following nominations: for president, Waldo G. Leland; for vice president, Theodore C. Blegen; for secretary, Philip C. Brooks; for treasurer, Julian P. Boyd; for council member for a term of five years ending in 1944, William D. McCain. The nominees were unanimously elected. The remaining council members continue to hold their offices for the following periods: Charles M. Gates, one year ending in 1940; Lawrence C. Wroth, two years ending in 1941; Margaret C. Norton, three years ending in 1942; R. D. W. Connor, four years ending in 1943.

It was voted that the report of Edwin A. Davis, chairman of a special committee to recommend to the Society the proper pronunciation of the words archives, archivist, and archival, be received and the committee discharged. The pronunciations recommended by the committee were: archives, ä'r'kîvs; archivist, ä'r'kî-vîst; archival, ä'r-kî'vål.

Mr. Leon de Valinger, chairman, read the report of the Resolutions Committee, and it was unanimously voted that the secretary be instructed to send to Mrs. James A. Robertson an expression of the Society's sincere appreciation of Dr. Robertson's untiring efforts in the development of the Society and of the Maryland Hall of Records; and that the secretary give proper cognizance to the recent death of Dr. John Carl Parish of the University of California at Los Angeles; that an expression of sympathy be sent to Philip C. Brooks, secretary of the Society, absent because of illness; that a vote of appreciation be given Emmett J. Leahy for serving as acting secretary in the absence of the secretary; to William D. Overman, chairman, and members of the Committee on Program for the stimulating schedule of meetings planned; to His Excellency Herbert R. O'Connor, chairman, Morris L. Radoff, secretary, and the other members of the Committee on Local Arrangements, and to Honorable Carroll T. Bond, chairman of the Hall of Records Commission, for their hearty welcome, an adequate meeting place, and comfortable accommodations; and to the management of Carvel Hall for its co-operation and attention.

The meeting adjourned at 11:00 P.M.

EMMETT J. LEAHY, *Acting Secretary*

Meeting of the Council, October 13, 1939

The council met once during the third annual meeting of the Society at Annapolis, Maryland, on October 13. It was decided that a second meeting including the new members elected at the annual business meeting be postponed for lack of a quorum.

The report of the Committee on Publication of Archival Material was accepted, and it was voted that the name of this committee be changed to the Committee on Publication Policies of Archival Agencies.

The council received the report of the Committee Advisory to the Historical Records Survey, and in consideration of the great value of the work of the Historical Records Survey voted that the Society be requested to recommend to the Work Projects Administration the continuation of this work.

The report of the Committee on Uniform State Legislation was considered by the council and it voted to continue this committee for another year; that the committee be composed of A. R. Newsome, chairman, and five other members to be appointed by him; that not to exceed two hundred dollars be made available from the funds of the Society for the expenses of the committee; and that the committee be empowered to submit a draft for a uniform state public records law to the Committee on Scope and Program of the National Conference of Commissioners on Uniform State Laws.

The nomination of eleven new members to the Society was approved. The new members are Harold S. Burt, Samuel E. Cobb, Miriam Edwards, Robert W. Lovett, Branson Marley, Mrs. Bertha W. Martin, Elizabeth W. Meade, Dr. Ernst W. Posner, Helene H. Rogers, Clifford K. Shipton, Abbot E. Smith.

EMMETT J. LEAHY, *Acting Secretary*

THE NATIONAL ARCHIVES

John J. Brauner has transferred from his post as editor in the Division of the Federal Register of the National Archives to the Labor Department, where he is a field liaison officer in the Wage and Hour Division. Gerald P. O'Grady, until recently on the staff of the Division of Justice Department Archives, has transferred to the Civil Aeronautics Authority as an attorney.

The National Archives has made available to its employees in-service training courses in correspondence and report writing. The last mentioned course is given in co-operation with American University and is under the joint direction of Solon J. Buck and Ernst Posner. Dr. Posner was formerly on the staff of the Preussisches Geheimes Staatsarchiv at Berlin-Dahlem and is now a lecturer at American University.

Among records of the Veterans' Administration in the National Archives are two pension-case files containing Lincolniana. The first relates to the martyred president's wife and includes her own declaration for a widow's

pension and several letters written by her son, Robert Todd Lincoln. The second contains documents concerning John S. Staples, who served as a representative recruit for Abraham Lincoln in the Union Army and has often been erroneously referred to as Lincoln's substitute.

Materials relating to the history of the army and navy of the United States recently received by the National Archives include most of the records of the Office of the Surgeon General of the Army to July 1, 1894, and some groups to later dates; records of the Office of the Judge Advocate General of the Navy pertaining to the proceedings of examining and retiring boards, 1860-1939, of general courts martial, 1866-1916, and of courts of inquiry and boards of investigation, 1866-1916; and numerous journals of Lt. Charles Wilkes and other members of the United States Exploring Expedition of 1838-1842. The Wilkes journals cover the entire period of the expedition; the others cover different portions thereof.

Other recent accessions of the National Archives include correspondence and accounting records of the National Bank Redemption Agency, 1875-1918; records of the former War Department Bureau of Insular Affairs relative to Puerto Rico, 1899-1914, and of the secretary of the interior relative to various territories and insular possessions of the United States, 1907-1930; manuscript reports on cost and price studies conducted by the Office of Farm Management, 1910-1924; records of the Federal Surplus Commodities Corporation concerning the emergency cattle buying program of 1934-1935; records from the Bureau of Marine Inspection and Navigation, including applications of owners for official numbers for their vessels, 1867-1917, correspondence of the Office of the Supervising Inspector General of the Steamboat Inspection Service, 1905-1923, and files concerning the international conferences on safety of life at sea held in 1913-1914 and 1929 and the United States Load Line Committee and the International Load Line Convention of 1930, 1913-1933; minutes and other records of the Food Purchase Board, 1917-1919; and the files of the joint committee that investigated the Tennessee Valley Authority during the Seventy-fifth and Seventy-sixth Congresses.

VIRGINIA

The Archives Division of the Virginia State Library has been following a program of photostating certain of the county records of the state. One copy is placed in the Archives Division for the use of researchers and another copy is made for the county. In most cases, the original is restored through the generosity of a patriotic organization or of individuals and returned to the county. Among the county records recently photostated and made available are the following: *Westmoreland County Records No. 4, 1756-1767*; *Northampton County Wills, Inventories, Divisions, etc., No. 20, 1750-1754*; *Spotsylvania County Will Book A, 1722-1740*; *Lunenburg County Orders 7, 1761-*

1762; *Cumberland County Deed Book No. 5*, 1771-1778; *Augusta County Will Book 2* [1753-1760]; *Amherst County Will Book No. 1* [1761-1780]; *Elizabeth City County Order Book*, 1731-1747; *Elizabeth City County Guardians Accounts*, 1737-1748; *Sussex County Order Book, Guardian's Accounts*, 1754-1787; *Northampton County Deeds No. 19*, 1750-1763; *Rappahannock County Deeds*, 1668-1672. The policy of photostating the county records not only makes these records available in a central depository for historians and genealogists, but it also guarantees against future loss of records that has in the past wreaked such havoc with Virginia's archives.

HAWAII

The greetings of the Public Archives of Hawaii were extended to the members of the Society of American Archivists in the form of a three-page photostat of the original minutes of the Privy Council of Hawaii, March 13, 1847. These minutes reveal the beginnings of the Hawaiian archives. Miss Maude Jones, the librarian, is responsible for this unique greeting.

ABSTRACTS OF ARCHIVE PUBLICATIONS

WESTERN EUROPE

France

The periodical, *Archives et Bibliothèques, revue de documentation générale* (Archives and Libraries, a general review for documentation), first appeared in June, 1935. It "publishes, quarterly, studies and information of a scientific, technical and administrative nature concerning archives, libraries, and offices of documentation. Opinions may be stated freely therein, except on questions of politics, religion, and personalities, on condition that the statements be courteous. . . . A section, 'Questions et réponses,' allows subscribers to submit to an extensive group of scholars bibliographic problems which are causing them difficulty. . . . A section, 'Correspondance,' is likewise open to the discussion of questions relating to archives and libraries. . . . The annual volume is composed of approximately 300 pages." In general, the composition of the volume is this: articles on theory, articles relating to French archives and libraries, a section devoted to foreign archives and libraries, notes on professional training, legislation, documentation, necrologies, book reviews and digests of learned periodicals. To make the annual volume correspond to the calendar year, six months were allowed to elapse between the last number of volume II (1936) and the first number of volume III (January, 1938) which is numbered 1937-1938. Inasmuch as the volume number is not given in the periodical, the year must be used in reference. Each number contains a detailed table of contents, as does the annual volume.

Archives et Bibliothèques, 1937-1938, No. 1 (1938)

KRÜSS, HUGO ANDRES, Comment on domine le savoir (How to master knowledge). Pp. 7-12.

A translation of the opening address, by the director of the state library at Berlin, in the World Congress of Universal Documentation. After stating his thesis that "the domination of knowledge is the result of a methodical enrichment reflecting acquaintance with the subject," the author shows how "we know ever less in the ever vaster domain of our casual knowledge, and know ever more in the ever narrower circle of our researches." He illustrates his points by calling attention to the fact that nearly two hundred thousand books now appear each year, that there are in existence over eighty thousand periodicals, that it is estimated that between ten and thirty millions of books have been published in the past four hundred and fifty years. The first real attempt to dominate knowledge came, the author says, with the departure of the universal historian. Encyclopaedic works composed by hundreds of specialists represent the change in attitude. In the field of science alone over one million articles appear each year. "The road which leads directly to the sources goes by way of the catalogues of the libraries and the bibliographies." It is necessary to unite all facilities: specialists, libraries, bibliographies, documentation institutes, etc., in order to meet present conditions of intellectual work.

Les Archives (Archives).

DILLAY, MADELEINE, [*Archiviste aux Archives Nationales*], Instruments de recherche du fonds du Parlement de Paris dressés au greffe de la Juridiction (Research documents from the collection of the Parliament of Paris arranged at the office of the clerk of the court). Pp. 13-30.

In this first installment of her long article the author defines the terms *plaidoiries*,

du conseil, arrêts, and jugés: "The volumes of *jugés* (judgments) and *arrêts* (decisions) record a result; the series of the *Conseil* (Council) and the *plaidoiries* (pleas) show us the Parlement at work, and . . . constitute a sort of journal of the body." The *plaidoiries* are so called because they contain the pleas of the advocates, but they also embrace decrees rendered, appointments to the council, etc. In the register of the *Conseil* are found decrees relating to various chambers, on appointments to be made, etc. The *arrêts* are the formal renderings of the minutes of the Conseil, etc. The *jugés* are the decisions rendered on cases submitted by brief and on enquiry by the Chambre des Enquêtes. A fifth group, *lettres*, "which embraces diverse acts in the form of letters," contains such items as commissions, authorizations, etc. After this brief introduction the author enumerates and discusses the lists of the various types of registers, pointing out the need to observe the evolution in the form of all of them. In her second section she discusses the old civil and criminal inventories, going into great detail on the arrangement by class, by date, by types of material, etc., so that her paper is really a carefully and copiously documented guide to the types of source material under discussion.

Les Bibliothèques (Libraries).

Pp. 31-38. This section is similar to other "news and notes" departments. It is a series of short notes, under the rubrics of the pertinent countries, which range in nature from quotations from speeches to notices of periodicals and brief original necrologies.¹

Enseignement (Instruction).

Pp. 38-40. Reports on the library school of Catalonia, and on an orientation course in commercial libraries given in Holland.

Législation (Legislation).

POUTEAU, RENÉ, [*Ancien agent départemental de la Régie du Dépôt Légal en Seine-et-Marne*], Les agents du Dépôt légal dans les départements, leur nomination et leur éducation professionnelle (The representatives of the legal depository in the departments; their appointment and their professional training). Pp. 41-46.

A discussion of the problems created by the law of 1925 which requires the deposit, by the printer, of one copy of each book or magazine he issues.

Répertoire chronologique (Calendar). Pp. 46-47.

A mere list of official decrees and other acts affecting archives and libraries, December, 1936-June, 1937.

Bibliographie (Bibliography).

Pp. 47-68. This section is composed of three parts: a classified list of recent French books on a variety of learned subjects; tables of contents for some dozen foreign journals devoted to library and archival science; book reviews, often of foreign books, in the fields covered by the periodical.

Archives et Bibliothèques, 1937-1938, No. 2 (1938)

GODET, MARCEL, [*Directeur de la Bibliothèque Nationale Suisse*], Développement des bibliothèques et crise du livre (Development of libraries and crisis of the book). Pp. 69-75.

¹ Items relating to libraries are given as concisely as possible.

This represents the most important sections of the opening address, at the meeting of the International Library Committee, in which the author discusses various points of view regarding over-production of books and such "substitutes" as the cinema and the radio.

GRUNEBaum-BALLIN, P., [*Président de Section au Conseil d'État*], L'Abbé Grégoire, bibliothécaire (Abbé Grégoire, librarian). Pp. 76-81.

A eulogistic sketch of a librarian of the Bibliothèque de l'Arsenal immediately after the French Revolution.

Les Archives

DILLAY, MADELEINE, Instruments de recherche du fonds du Parlement de Paris . . . , suite (Research documents from the collection of the Parliament of Paris . . . , continuation). Pp. 82-92.

This second installment deals entirely with a very detailed classification of "deposit" and "distribution" registers of the Parlement as a civil body. Each division and sub-division is carefully characterized; each point is well documented.

Archives. Pp. 92-107.

Short notes about various archives in France (pp. 92-102) and in other countries. E.g., there is a brief summary of a recent article in the *Revue des Deux-Mondes* (Dec. 15, 1937) on private plundering of archives in the Napoleonic era; a brief description of the new departmental archives at Cher; a three-page report of the transformation of a military prison at Le Mans into an archival depository that conforms in spirit to the latest ideas. The foreign notes digest from the *Archivio Storico Italiano* a recent article on private archives in Italy; a report on the activities of "juntas" in Spain for the preservation of records, artistic and vital, against destruction in the civil war; briefly mention the appearance of a *Bulletin of the National Archives*, and the *Second Annual Report*; and review a volume of Canadian archival documents.

Nominations (Appointments). Pp. 107-108.

A list of appointments to archival positions in France.

Archives départementales (Archives of the departments). P. 109.

A handy alphabetical list of archives (with their addresses) not located in the prefectures of the various departments.

Les Bibliothèques.

LEMAITRE, HENRI, [*Directeur de la documentation de l'Institut de Recherches Économiques*], Les bibliothèques d'hôpitaux pour maladies mentales (Libraries of hospitals for mental diseases). Pp. 110-115.

An analysis of reading done in such institutions, with conclusions that differ from popular preconceptions.

COYECQUE, E.[RNEST], [*Inspecteur honoraire des Bibliothèques de la Ville de Paris*], La bibliothèque des arts graphiques de la ville de Paris—collection Morin (The library of graphic arts of the city of Paris, the Morin Collection). Pp. 115-118.

A blast against the poor organisation and management of this special library on bookmaking which was left to the city some years ago.

Bibliothèques. Pp. 118-124.

This series of short notes is similar in nature and purpose to those described above.

Documentation.

Congrès mondial de la documentation universelle, déclaration générale et résolutions adoptées à l'unanimité par le Congrès, dans sa séance de clôture du 27 août 1937 (World Congress of Universal Documentation, general statement and resolutions unanimously adopted by the Congress in its closing session, August 27, 1937). Pp. 125-133.

After the general statement that co-operation is needed in every form of documentary activity, and that this can best be achieved by having each country organized (1) as a whole, to show in outline form all its documentation activities, (2) by subject, (3) by form, to unify all work on the same type of documentation, (4) by profession, to list all organizations whose activities relate to documentation, the twenty-one resolutions, carefully grouped, indicate the specific points and recommendations made by the congress. The essential ideas are these: the need for uniform terminology, better international exchange of documents, standardization of classification, co-operation in printed catalogues so that an international catalogue may be constructed therefrom without further editing or checking, permanent record of items in the daily press, the establishment of co-ordinating documentation centers in all countries, the organization of an international federation of documentation (since established) which would expand the activities of the present institute.

Législation.

Le diplôme technique de bibliothécaire (The professional library diploma). Pp. 134-139.

A statement of the conditions to be met, the details of the examination to be passed, and a list of libraries at which probationary work may be done, in order to receive the diploma.

Contrôle des bibliothèques municipales de deuxième catégorie (Supervision of municipal libraries of the second class). Pp. 139-142.

This details the arrangements in France for periodic visits by experts to libraries too small to need a graduate librarian, but possessing a few items too valuable to be neglected through inexperience.

Répertoire chronologique. P. 143.

Bibliographie.

Pp. 144-160. List of articles in professional journals.

Archives et Bibliothèques, 1937-1938, No. 3 (1938)

VAN MOË, ÉMILE-A., [*de la Bibliothèque Nationale*], Les manuscrits à peintures à la Bibliothèque Nationale (Illuminated manuscripts in the Bibliothèque Nationale). Pp. 161-169.

A discussion of the recent loan exhibition of some of the greatest treasures of the Bibliothèque Nationale, with remarks on the work done in the manuscript division of that library by its scholarly directors, and notice of some of the publications resulting therefrom.

LELIÈVRE, PIERRE, [*Archiviste-Paléographe, Directeur de la Bibliothèque de Nantes*], Un projet de bibliothèque régionale (A project for regional libraries). Pp. 170-189.

The author enumerates and analyses the various unco-ordinated library facilities of his metropolitan area, and, with that as a specific illustration, proceeds to draw up a general scheme for national regional libraries which would co-ordinate local facilities.

Les Archives.

DILLAY, MADELEINE, Instruments de recherche du fonds du Parlement de Paris . . . , fin (Research documents from the collection of the Parliament of Paris . . . , conclusion). Pp. 190-199.

This last installment is identical in nature and treatment with the second except for the fact that it deals with the criminal functions of the Parlement.

SZABO, ETIENNE, Hongrie: les archives d'après-guerre (The post-war archives of Hungary). Pp. 200-204.

The new national archives building, constructed in 1914 after detailed study of many of the "modern" scientifically arranged archival depositories of Europe, was not occupied until 1923. It has thirty kilometers of shelf space and is staffed by twenty-nine officials, of whom only twenty-five are permanently assigned there by law. After describing briefly the essential categories of national and local archives, and describing the complete freedom of responsibility allowed the director, the author summarizes the work. "The major part of the time of the archivists is consumed in the daily service to scholars working in the archives. . . . Among the tasks one should mention the recent creation of a collection of photographs intended to make more accessible certain documents, the originals of which are, for the most part, in foreign countries. . . . The archives also edits a bulletin of three hundred to three hundred fifty pages, *Levélári Közlemények*, written almost entirely by the archivists and provided with summaries in commonly known languages. At first devoted largely to the publication of sources, this bulletin has become more and more the organ of pure archival science and of administrative history. . . . The personal researches of the archivists are facilitated by sabbatical leaves of one to six months accorded pretty generously."

Les Bibliothèques.

LEMAITRE, HENRI, Grande-Bretagne: bibliothèque nationale pour les aveugles (The National Library for the Blind in Great Britain). Pp. 205-209.

A detailed description of the service in Braille editions and in records.

Bibliothèques. Pp. 209-219.

Library news notes.

La Documentation.

CAMERANI, VITTORIO, Gli studi bibliografici in Italia (Bibliographic studies in Italy). Pp. 220-227.

A qualitative summary of bibliographical studies in Italy from 1609 to date, with special reference to the projected series, *Enciclopedia del libro*, which will deal with bibliography (ca. 20 vols.), bibliography (ca. 17 vols.), library economy (ca. 27 vols.), and the history of libraries.

DIEUDONNÉ, A., [*Conservateur honoraire du Cabinet des Médailles et Antiques de la Bibliothèque Nationale*], Notes de bibliographie numismatique (Notes on a bibliography of numismatics). Pp. 227-232.

Comments of a practical nature on a small working collection of references for librarians.

Nécrologie (Necrologies).

LEDOS, E. G., Théodore Mortreuil. Pp. 233-239.

A detailed and highly laudatory resume of the private and professional life of a man who served the Bibliothèque Nationale for nearly fifty years in an administrative capacity.

CELIER, L., Robert Villepelet. P. 239.

A brief summary of the professional career of a late *conservateur* in the national archives.

MONNERAYE, J. DE LA, René Prigent. Pp. 239-240.

A brief appreciation of the professional work and publication of the *archiviste du 2^e arrondissement maritime* at Brest.

M[ONNERAYE], J. [DE LA], Jules Couët. Pp. 240-241.

A brief statement of the career of the man who, for twenty-seven years, was archivist of the Comédie Française.

MAY, L. PH., Jean Gautier. P. 241.

A eulogy of the character and publications of the young departmental archivist at Lot.

Législation.

Répertoire chronologique. Pp. 241-242.

Bibliographie.

Pp. 243-256. Lists and reviews.

Archives et Bibliothèques, 1937-1938, No. 4 (1938)

GODET, MARCEL, Rapports des bibliothèques et de la documentation (The connection between libraries and documentation). Pp. 257-263.

In this address delivered at the opening session of the International Committee on Libraries at Brussels, the author quotes from the definition of "documentation" given by the Union française des offices de documentation, "the establishment, the search for, the assembly, and the utilization of documents," and then defines his thesis, that "there can be no opposition between libraries and documentation, since the former are only a particular part of the second, and every library could be a center of documentation." Since documentation centers are to record, extract useful information, make inventories, etc., the main characteristics of documentation are shown to be "specialization, contemporaneity, utilitarianism, mechanization." Libraries and documentation part company because (1) large libraries house but do not analyze books and periodicals, (2) documentation exceeds the physical bounds of libraries (e.g., films, records), (3) the purpose of libraries is cultural and therefore contact with sources is an essential part of the scheme. However, they are united in the guise of "special libraries," and in American public libraries with their highly developed reference rooms, readers' advisory service, etc. Documentation is a movement "to accentuate, to complete or prolong on certain points the universal and secular activity of libraries. . . . Documentalists . . . are a little like the conquerors who occupy only a small part of the territory they claim."

FUCHS, HERMANN, [*Staatsbibliothek*, Berlin], Progrès de l'unification des règles catalographiques (Progress in the unification of cataloguing rules). Pp. 264-268.

The author briefly summarizes the situation in Germany where it has taken nearly thirty years to secure national adoption of the Prussian library rules. From this fact he sees no hope of speedy adoption of international cataloguing rules which would harmonize the best points of the three major systems: (a) German (Germany, Holland, German Switzerland, Poland), (b) Romance (France, Belgium), (c) Anglo-Saxon (England, United States, Italy, Scandinavia, the Indies, China, Japan). He agrees with the recommendation of the International Library Committee that translations into several foreign languages of all the national library rules so that they may be widely read and studied, is a first essential.

Les Archives.

Pp. 269-273. In this number the section is made up only of short notes; in particular, of summaries of Belgian, Hungarian, and American publications. Of THE AMERICAN ARCHIVIST, M. Léonce Celier, *conservateur adjoint aux Archives Nationales*, says, "The program of the publication . . . is interesting. The editors plan a 'concrete and practical' job, to inform their readers of what is going on, especially in Europe. . . . The special professional periodicals will be culled, and the editors 'will be compelled to favor the interest which is beginning to be aroused in the business, church, and other quasi-public archives.' . . . We wish THE AMERICAN ARCHIVIST all the success it deserves."

Les Bibliothèques.

Pp. 274-288. This section is likewise made up entirely of short notes.

Documentation.

CARON, PIERRE, [*Directeur des Archives de France*], *International Bibliography of Historical Sciences*, publiée par le Comité international des sciences historique (International Bibliography of Historical Sciences, published by the International Committee of Historical Sciences). Pp. 289-294.

After describing the genesis of the scheme in the Carnegie Institution, the composition of the international committee in 1927, the general characteristics (collective, scientific, selective, general) of the bibliography, the author tells how the cards, gathered by scholars in more than twenty countries, are sorted and prepared for the press in Paris, Berlin, and Rome, how the proofs are likewise read in these three centers, how the completed work is distributed by publishers in various countries. He concludes that the *Bibliography*, while unable to replace national and specialized bibliographies for detail, "furnishes, with a speed which apparently cannot be exceeded, the essentials for the general study of a question, and for a profound study offers some points of departure and starts one on the right path."

HUBERT, JEAN, [*Archiviste de Seine-et-Marne*], *Les procédés modernes de reproduction des écrits scientifiques* (Modern methods of reproducing scientific writings). Pp. 295-299.

The author summarizes in considerable detail, for French readers, the content and conclusions of Robert C. Binkley's *Manual on Methods of Reproducing Research Materials* (Ann Arbor, 1936). He says, "This work is timely. . . . There was need of a guide to indicate objectively the apparatus or the process capable of accomplishing a given task in the best way at the least expense. . . . The technical descriptions, the printing estimates, the tables and diagrams . . . constitute three-fourths of the work and

form an extremely precise documentation which eludes analysis. . . . The investigations of the Joint Committee seem to me to have been conducted with too much conscientiousness and precision to permit of serious dispute over its conclusions. . . . The new processes are too contrary to our habits to be received today with much more favor than were once printing, typewriting, or photostating. Even those most resolutely hostile to them will find profit in reading the chapter . . . in which the author indicates the formats and the types to be employed in order to secure a printed work of good legibility as economically as possible."

Un projet de prêt international (A projected plan for international lending of books). Pp. 299-302.

Prompted by the statistics on international book loans produced by Dr. Gustav Abb of Berlin at the meeting of German libraries in 1935, and moved by the slow progress in regulation of this matter in spite of its vital importance, the author of this unsigned note considers it worthwhile to publish the full text (in French) of the regulations proposed by the German delegation to the international meeting in Madrid. The briefer Swiss proposals, which were adopted, have already been published (*Archives et Bibliothèques*, 1935, 110). The eleven points in the proposal detail conditions of complete reciprocity, a uniform system of requests, the right to refuse loans of irreplaceable items, the use of photo-copying, the establishment of central exchange bureaus to obviate unnecessary international lending and to facilitate the unavoidable, the conditions of transportation, length of loan (one month, exclusive of time in transit), freedom from customs duties, insurance and indemnity (chargeable to the borrower even if the damage occurs in transit).

Enseignement.

Pp. 303-308. The first part of this section reproduces (in French translation) the section on administration from the British library examination of 1935. The second is a resume, from official publications, of the work, equipment, and curriculum at the Columbia University Library School. The last reports an experiment in documentation instruction by Margaret G. Smith in New Jersey. The section is signed by H[enri] L[emaitre].

Associations.

Pp. 308-313. Reports on the meetings of several library organizations: that of the Association pour le développement de la lecture publique, which devoted its attention to the matter of "regional, rural, and circulating libraries, and co-operation between libraries"; that of the Comité international des bibliothécaires agricoles; that of the association of librarians and archivists of Hungary, with titles of papers reproduced from the French summary in the annual volume of proceedings; that of the second Congrès international des bibliothèques d'hôpitaux, with the titles (and some comment) of the important papers.

Correspondance.

Pp. 313-315. This section is devoted to a brief exchange of correspondence between H. Lemoine, *Archiviste en Chef de Seine-et-Oise, Président de l'Association des Archivistes français*, and René Pouteau, who contributed an article (No. 1, pp. 41-46) on the legal depositories.

Nécrologie.

ARTONNE, ANDRÉ, A. E. Stamp. Pp. 315-316.

A brief summary of the life and works of the late deputy keeper of public records, England.

Législation.

Répertoire chronologique. Pp. 317-318.

Collection d'ouvrages administratifs (Collection of government publications). Pp. 318-322.

The official order from the Minister of Education ordering the establishment of a collection of all official or semi-official publications at the Bibliothèque Nationale, and the rules issued by the Bibliothèque for the preparation of a classified list of all government publications of the past year.

Commission des archives du Ministère de la défense nationale et de la guerre (Archival Commission of the Ministry of National Defense and War). Pp. 322-323.

The order of the president creating a commission "to study all questions concerning search for and recovery of the archives of the various components of the army and of the operations of the search and recovery by the historical branch of the army."

Bibliographie.

Pp. 323-352. Lists and reviews.

LESTER K. BORN

ABSTRACTS OF ARCHIVE PUBLICATIONS

EASTERN EUROPE

Hungary

Levéltári Közlemények, xv (1937).

Articles

BANRÉVY, GYÖRGY, Az iratkezelés története Budan és Pesten 1686-1873 (The history of record handling in Buda and Pest, 1686-1873). Fourth installment. Pp. 210-222.

BERLÁSZ, JENŐ, A német lovagrend bécsi levéltára "Ungarn"-csoport (The archives of the German knighthood in Vienna; "Ungarn" section). Pp. 74-83.

EMBER, GYÖZÖ, A magyar kiralyi helytartótanács ügyintézése. I. 1724-1783. (The proceedings of the Magyar royal vice regency council. I. 1724-1783.) Pp. 84-161.

FEKETE, LAJOS, A török levéltárügy (Turkish archival affairs). Pp. 20-47.

A study of Turkish archival affairs in four parts: (1) a historical résumé of Turkish administrations and record keeping methods from 1770 to the present time, (2) the location, conditions, and description of Turkish records and archival depositories; (3) the attempts at arrangement and inventorying of various record groups in the past; and (4) the prospects for the future of the Turkish archival service.

IVÁNYI, BÉLA, Trencsén vármegye levéltárai a vármegye multjára vonatkozó főleg középkori oklevelek szempontjából (The archives of Trencsén County mainly from the standpoint of medieval diplomas relating to the county's past). Second installment. Pp. 223-239.

KLEIN, GÁSPÁR, A miskolci múzeumi levéltár (The archives of the Miskolc museum). Pp. 185-198.

KOSSÁNYI, BÉLA, A fényképezés a levéltár szolgálatában (Photography in archival service). Pp. 199-209.

LÁSZLÓ, K. JÓZSEF, Az 1740-ben felállított magyarországi főhadparancsnokság (The Magyar military high command established in 1740). Pp. 162-176.

MARKÓ, ÁRPÁD, Hadilevéltárak (Military archives). Pp. 7-19.

A survey of the military archives of Austria, Bulgaria, Czechoslovakia, England, France, Germany, Italy, and Soviet Russia with special reference to changes in organization, status, cultural development, and political importance since the World War and their scholarly significance and relationship to other archival institutions, mainly from the standpoint of the archivist.

MIKLÓS, ODÖN, A hollandi levéltári törvény és végrehajtása (The Dutch archival law and its administration). Pp. 48-57.

A detailed discussion of the twenty-eight sections of the Netherlands' archives law of June 17, 1918, which went into effect in 1919, and its revised version of May 14, 1928, in effect since 1929.

MIKLÓS, ODÖN, and ISTVÁN SZABÓ, A magyarországi református egyház levéltárai (The archives of the Reformed Church of Hungary). Pp. 177-185.

VARGA, ENDRE, Ipari, kereskedelmi és pénzügyi levéltárak a nyugati államokban (Industrial, commercial and fiscal archives in the western countries). Pp. 58-73.

A paper read before the meeting of the Archives Section of the Society of Magyar Librarians and Archivists, held October 19, 1937, in the home offices of one of Hungary's large industries, the Rimamurány-Salgótarjáni iron works.

The article is a historical résumé of the development of business archives in the twentieth century. The example of the Krupp works in establishing the first modern private business archives in Essen in 1905 was followed by other German industries. In 1906 the *Rheinische-Westfälisches Wirtschaftsarchiv*, the first central business archives was established in Cologne for accumulating, by voluntary gift, the old business records of mining, manufacturing, banking, and shipping enterprises of the region. Similar institutions were established in Switzerland, Belgium, and the Netherlands between 1910 and 1914. After the World War, the United States led in organizing the Business Historical Society in Boston in 1925, followed by England (in establishing a Council for the Preservation of Business Archives in 1934 in connection with the British Records Association). The development of interest and activities in France, Sweden, Czechoslovakia, Denmark, Austria, Poland, Italy, Hungary, and Soviet Russia is also sketched.

BAÁN, KÁLMÁN, Kisebb tisztántúli családi levéltárak (Smaller trans-Tisza family archives). Pp. 242-245.

CZERJÉSI, KÁROLY, Régi irások falun (Ancient writs in villages). Pp. 240-242.

ISTVÁNYI, GÉZA, A megyei levéltárak első nyomai a XIV században (The first traces of county archives in the fourteenth century). Pp. 245-249.

Reviews

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PISTOLESE, S., Développement et caractère des archives du onzième siècle à nos jours (The development and nature of archives from the eleventh century to the present time). *Archivi d'Italia*, XII (1933-1934), 251-298. Reviewed by Ilona Pálffy, pp. 250-254.

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LOEVINSON, E., Ancora le materie scrittorie dei tempi nostri (Again, the writing materials of our times). *Archivi*, XIV (1936), 173-179. Reviewed by László Rónay, Jr., pp. 287-288.

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Chronicle

CELIER, LÉONCE, A francia levéltárügy utolsó évtizede (The last decade of French archival service). Pp. 323-326. [Translated from French into Hungarian by György Komoróczy.]

"No organization changes have occurred in the archives administration since the law of May 11, 1921, which included the officials of the *archives départementales* in the staff of state officials. But many regulations have been promulgated which will result in a great increase in the quantity of records preserved in central *dépôts*. As a result of the administrative reforms of 1926, the number of district branches and local authorities was diminished, with a resulting diminution in the number of prefectures, district tribunals, and prefectural councils. Thus all the records kept in these abolished offices or within their jurisdictions were transferred to the *archives départementales*. Other and much older records, consisting in the main of records of justices of the peace, were also transferred to these archives.

The law of March 14, 1928, authorized the notaries public in Paris to place all records in their custody which were 125 years old, irrespective of their nature or value, in the *Archives Nationales*; similar records in other parts of the country were to be placed in the *archives départementales*. The law is far from fulfillment as yet because the ministerial

archives have the right to decide within their own jurisdictions whether or not they will take into consideration the possibility of delivering the records. Most of the ministries, however, have already taken advantage of the opportunity of ridding themselves of old records no longer required in the performance of daily duties. In Paris only one-sixtieth of the notaries public have transferred old records, without renouncing proprietary rights therein, to the *Archives Nationales*. As a result documents of incalculable value, such as wills, marriage contracts, divisions of estates, trade contracts, and other documents pertaining primarily to the history of families, morals, and arts on the sixteenth, seventeenth, and eighteenth centuries, are at the disposition of investigators today.

In the absence of legislative provisions and regulations, many old records no longer needed for daily routine work were accumulated in the archives of certain administrations. These administrations also transferred records to the archives. In this way the *Archives Nationales* received the "historical" records files from the time of Louis XIII to the Revolution from the war ministry; the letters of consuls and others and records pertaining to foreign commerce during the eighteenth and nineteenth centuries from the Ministry of Foreign Affairs; the old records pertaining to the activities of the law faculty of the Academy of Paris; and the archives of the *Opéra* and *Opéra Comique* from the non-public administrative institutions. Almost all *archives départementales* received old cadastral plats and letterbooks—all important sources for agricultural and monetary history as well as for historical geography.

The transfers of records have become larger and more frequent since the regulation of July 21, 1936, made it obligatory for all ministries and public administrations, with the exception of those equipped with organic archives, not only to transfer records no longer necessary for the conduct of current business but also to permit archives representatives access to archives and participation in arrangement and selection procedures. The destruction of records of any nature whatsoever without the preliminary examination and authorization of the archives administration is forbidden under penalty of heavy punishment. This regulation holds much promise for future historians, provided its execution does not demand too much intermedial activity and an increase in the number of archivists, which the French government of today is not in a position to provide.

The preservation of the records placed in archival depositories by these legislative provisions requires an increase in depository space. This involves a financial problem which may meet with difficulties in solution. Recently the *Archives Nationales* has gained additional space which can be used for record depositories. This space had been occupied from 1807 by the national printing office, which was moved to more suitable quarters in another part of Paris. As the old quarters of the printing office were in a dilapidated condition, its transformation into an archival depository will entail the tearing down, reinforcing, and remodeling of parts of the building. Work is now in progress on the interior. After floor and roof repairs had been made, it was possible to equip most of the wings of the building with metal stacks in accordance with the latest archival requirements. In this building are housed the record materials of the notaries public of Paris, as well as the previously mentioned records of the War Ministry and the Ministry of Foreign Affairs.

About one-thirtieth of the *archives départementales* in the provinces have urgent need of space expansion. Construction work has been started and several buildings have been completed. In Nantes, Alençon, Bourges, Le Mans, Chambéry, and other cities there are modern and suitably arranged quarters. In other places the work is still in progress or only the plans for buildings have been drawn. It is hoped that within a few years all the depositories for French archives will be worthy of the country and of the wealth of records which they preserve.

The publication of inventories and *répertoires* is rather slow because of budgetary limitations. The critical *répertoire* of old archival inventories, of which a few volumes

have been issued, is worthy of mention. The first volume (*Archives Nationales*), which pertains to the general condition of the inventories, is already in circulation; the second volume (*Archives Départementales*) is in press.

Space will not permit the reporting of all changes in personnel. Charles V. Langlois, the eminent scholar who directed the *Archives Nationales* since 1912, died in 1929. Henry Courteault, his successor, was a professional archivist who for eight years placed at the disposition of that institution his high qualifications, devotion, and understanding of public administration. The issuing of regulations for the expansion of the *Archives Nationales* and the delivery of records thereto was due in the main to his untiring efforts. Upon his retirement because of age on April 1, 1937, Pierre Caron, a former archives official and a bibliographer and historian well known to those interested in the French Revolution, became his successor.

By the regulation of December 28, 1936, the title of the official who heads the French archival service was changed from *Directeur des Archives* to *Directeur des Archives de France*, a slight change, true enough, but one having the advantage of defining the position more accurately, especially for purposes of international communications."

ELEKES, LAJOS, A brit levéltárak 1936 évi munkája (The work of the British Archives in 1936), pp. 326-327.

A report on British archival activities based mainly on *The Year's Work in Archives*: (London, 1937).

ISTVÁNYI, GÉZA, A görög levéltárak (The Greek archives), pp. 341-343.

"The organization of the Greek archives is still in its initial stages. In 1914 the archives law was passed by the government of Venizelos and the Greek state archives was erected in Athens. Only since that time has there been preservation of archives in Greece in the modern sense. Up to that time the handling of the rich and extensive archives was not governed by any regulations. Because of lack of space, the state authorities performed numerous selections and weedings, in which, naturally, not the scholarly but rather the practical, political, and legal viewpoints were made effective. This resulted in the almost complete loss of the archival collections of the monasteries suppressed in 1830, which were in the custody of the ministry of public education. Therefore, one of the most important tasks of the new state archives is to buy back and reconstruct, as far as it is possible to do so today, the scattered archival bodies.

The main administration of Greek archival affairs today is in the hands of the Athens state archives under the supervision of the minister of public education. The bulk of the materials consists of the records of the royal court and the more than fifty-year old records of the ministries. But the records of the Turkish authorities prior to the Greek war of independence are not here. However, the records of the Athenian and archipelagian notaries public active during Turkish rule are preserved here, the oldest of which date from the fifteenth century. The state archives has also bought the archives of several notable families (Mavro-Cordato, Coleti). The majority of these records are of the nineteenth century.

The archival materials are sketchily arranged. Indexes and inventories are entirely absent. Under such circumstances research is difficult, even though the archives are available to all. Some of the most important records have already been published by the archives through the generosity of private subscription, and the fifteen volumes so far printed are only a small portion of the total.

The best arranged archives are the Corfu archives of the Senate of the seven Ionian Islands. This material extends from the fifteenth century to the union of the Ionian Islands with Greece in 1864. In addition there is an *archiophylakion* on each of the Ionian Islands

in which are preserved the records of the notariat functioning on that island. Important historical records are also contained in the archives of the islands of Crete, Samos, Spetsai, and Hydra, and in the municipal archives of Thessalonike. The archives of the Turkish authorities remained only at Veroia in Macedonia. In other places the records of the Ottoman authorities were destroyed by Greek soldiers during the war for independence.

All archives are under the supervision of the state archives. The various municipal archives, continually augmented by the records over fifty years old, are under the supervision of the Ministry of the Interior. The director of the state archives has only the illusory right to transfer to the state archives from the weeded records those which have historical significance.

The oldest records of Greece are not preserved in the public archives but in the monasteries. These are the most important sources for the medieval history of Greece and of the Turkish era. The archives of the world-renowned Mount Athos monastery are an inexhaustible treasure trove. Access to these monastery archives, however, is very difficult. The state organs have no influence over them.

The housing of the archives also corresponds to the primitiveness of the Grecian archival service. Many of the important records are preserved in dilapidated, fire-trap buildings of the period of Venetian domination. The quarters are so small and congested that records lie about in heaps in some of them. Such conditions are met with even in the state archives.

Under such conditions an enormous task awaits the Greek archivists. Nevertheless it is probable that if the hitherto small financial state support is not increased, the work of arrangement and reconstruction so well begun will come to an end."

KOMORÓCZY, GYÖRGY, *A belga levéltárügy fejlődése* (The development of the Belgian archival service), pp. 327-331.

"Prior to the World War the Belgian archival service did not occupy the position in international archival affairs to which the value of its records entitled it. Anyone with the degree of Doctor of Historical Science, though without a knowledge of the principles of record administration, of the relationships between record groups, or of the important problems of preservation of archival materials, could be an archivist and was able to obtain a position on the staff of the Belgian state or private archives. As a result of such a state of affairs, information about the origin, organization, grouping, and usefulness of records preserved in the archives was rather meager. The necessity for arranging study courses for the education of future archivists had long been felt in professional circles. These courses would outline the directions that archivists must follow if the records in Belgian archives were to be made available to meet the practical and scholarly requirements of investigators. In the opinion of leading circles, it is not sufficient for archivists to acquire the professional knowledge requisite to administration of archives in their official practice, because that knowledge should be acquired in advance. On these principles a royal rescript of December 27, 1919, organized the training course for archivists, pointing out that the university did not have facilities for the special training of archivists; and it was made mandatory for those who desired positions in the state archives to take a study course of half a year, on the completion of which an archivist's certificate would be issued.

The first study course was initiated in 1920 in accordance with the royal rescript. The subject matter of the course covered the theoretical as well as the practical problems of archival science. Within this province, the evolution of archives (general archives history) and the state and the development and organization of individual Belgian archives are taught by picked and professionally trained lecturers. The problems connected with the grouping of archival materials and the methods of preparing inventories are subjects of other lectures. That the principle of provenance is the deciding factor in the establishment of certain independent archives and in the arrangement of materials of various natures is

emphasized in the course. In addition to this theoretical training, the course is extended to practical matters by regarding the archives building and its equipment, the arrangement of storage space, the repairing of damaged records, the methods of protecting records against damage, and the preservation of various sizes and types of papers. Regarding the practical exhibits and work of the study course, the students must themselves perform the arrangement of various archives, make inventories of them, and apply the knowledge relating to modern record administration gained in the course of theoretical instruction.

The actual value of these study courses and their results are shown by the published inventories. While these inventories were prepared by candidate-archivists as practical test material of the training course, they were reviewed by the instructors. As a result of this method of working, Belgium today has systematic inventories for almost all archives. Thus the series of publications are instructive not only from the standpoint of methodology but also because they are informative regarding Belgian archival material and the origin and nature of records created by the various governmental authorities and private institutions. In comparison with the publications of the Polish archival training course, on which a report was made by Béla Bottló in *Levéltári Közlemények*, XIV (1936), the publications of the Belgian training course differ essentially in that they do not contain the theoretical lectures given in the training courses as such, but show the results of the practical inventorying work of the candidate. These are not only of invaluable use to archival science but also to scholarly research directed toward a practical knowledge of archives. Neither should the advantages be overlooked of the introductions to inventories, which explain the origin and functions of the respective governmental authorities or private institutions and are so valuable from the standpoint of administrative history.

Several inventories were published in the first volume. Mlle. Nicodème, in collaboration with J. Lefèvre and J. Bolsée, prepared the inventory of the archives of the Supreme Council of Justice (*Conseil Souverain de Justice*). The council was established January 1, 1787, by Joseph II, and its purpose was the abolition of the judicial functions of the landlords and ecclesiastical authorities. J. Germain prepared an inventory of the archives of the intendants (*Archives des Intendances*). P. Lefèvre prepared the inventory of the archives of the administration for supervising ecclesiastical and civilian estates (*Archives de la Jointe des Amortissements*), which was organized in 1753 by Maria Teresa. This administration was concerned with seeing to it that upon the death of a tenant the landlord did not appropriate his personal and real property. If the landlord desired to keep the property or place a new tenant on the land, a certain sum was payable into the treasury. This 'tax' was payable in installments. The inventory of the archives of the office established for the control of waterworks, bridges, and waterways (*Jointe des Eaux*) was prepared by J. Lefèvre. This office was active between 1772 and 1787. The archives (1784-1794) of the general civil commissariat (*Commissariat Général Civil*) were inventoried by J. Denys and Henri Nowé. The inventory of the archives resulting from the administration of the religious fund established in connection with the suppression of the religious orders (*Comité de la Caisse de Religion*) was prepared by A. Cosemans and J. Lavalleye. The inventory of the archives of the 'royal commission' established on the territories of Luxembourg and Trèves (*Jointes de Luxembourg et de Trèves et de la Commission Royale de Luxembourg*) was prepared by J. de Smet.

The second volume consists of the following inventories: Of the archives of *Vénerie du Brabant et du Consistoire de la Trompe* (which contain records from the thirteenth century), by M. van Haegendoren and E. Sabbe; of the archives of the *Foresterie de Brabant*, by M. van Haegendoren; of the archives of the *Chambre des Tonlieux de Louvain*, an authority concerned with the various market places of Louvain and active since the thirteenth century, and of the archives of a similar institution active at Tirlemont, by É. Lousse; of the archives of the superintendency of the market places of Brussels, by

É. Lousse in collaboration with Mlle. Lejour and L. van Werveke; of the archives of the orphans' and guardians' administration of Louvain, by Armand Louant. It is interesting to note that this administration (*Chambre pupillaire de Louvain*) already existed in 1564.

The third volume contains the inventory of the archives of assistance to the poor and other welfare institutions of Louvain (*Assistance publique de la ville de Louvain*), which was prepared by Marcel Bourguignon with a lengthier historical study of the development of the present welfare administration, its various forms, and the development and significance of hospitals. The archival materials date from the fourteenth century, so their importance to social history is inestimable. The fact that this whole volume is devoted to this institution testifies to its importance and role. The fourth volume (*Table onomastique de l'Inventaire des Archives de l'Assistance publique de Louvain*) by the same author is a name index to volume III.

Even this brief review is convincing proof that with the aid of these publications of the archival training course, prepared between 1920 and 1931, a picture may be gained of the whole Belgian archival service, because they contain information about Belgian governmental authorities, social institutions, and the archives that today await scholarly investigators with well-prepared inventories. It would be most useful to arrange similar training courses in Hungary, because by means of such courses, along with the theoretical and practical training of archivists, the important problem of inventorying and utilizing particular archival materials would be accomplished.

A part of the well-developed organization of the Belgian archival service is the publication of *Archives, Bibliothèques et Musées de Belgique*, the former monthly periodical of the *Association des Conservateurs d'Archives, de Bibliothèques et de Musées*, now published semi-annually. This journal directs special attention to the activities of the various subsections of the society and publishes the proceedings of the joint meetings and studies pertaining to the history of Belgian archives. The membership of the society in 1936 was 228. This journal also lists the inventories of the Belgian archives published since the above-mentioned publications of the training course. Sabbe's study, *Economic Archives*, which appeared in *Archives, Bibliothèques et Musées de Belgique*, XI (1934), 7-33, was translated in its entirety into German by *Archivalische Zeitschrift*, XLIV: 113-130. The Belgian journal reviews foreign library and archival literature and takes cognizance of and gives information regarding Hungarian archival literature. In XIV (1937), 148-149, there is a brief report on István Szabó's article on the tasks of Hungarian archival literature which appeared in the 1936 issue of *Levéltári Közlemények*. The reviewer points out that under 'the influence of István Szabó the plan and program of *Levéltári Közlemények* has been modified so that it corresponds completely to the present-day demands and endeavors of archival science.' "

KOSSÁNYI, BÉLA, Az Országos Levéltár 1936-ban (The National Archives [of Hungary] in 1936), pp. 343-348.

A summary administrative report of the Magyar National Archives for the year 1936, giving information regarding the arrangement work performed on various record groups, transfers of archival materials, reference and research services, exhibitions, photographic reproduction, professional studies and investigations by the staff, changes in personnel, exchange archives internes from Poland, and other archival news notes of the year.

SZABÓ, ATTILA T., A román levéltári viszonyok (Roumanian archival conditions), pp. 336-339.

"Recent changes in Roumanian archival conditions can be understood only in the light of those endeavors which were aimed at the solution of the Roumanian archives problem after the war. The Roumanian archives received their present organization in 1922, but

this organization was not incorporated into law until 1925. According to this law the archives of every state, civil, ecclesiastical, and military authority in the country belong in a central organization, the directing organ of which is one administration (Bucharest) with four regional superintendencies (Koložsvár, Czernovic, Kiseney, Jási). These fulfill a twofold purpose: (1) They maintain depositories for the preservation of old archival material in their districts; and (2) they administer, or, rather, supervise the administration of old and modern materials of those state institutions which are unable to place, or because of the recent origin of their records are not obliged to place, their materials in the regional archives. Otherwise, the deposit of old materials in regional archives is obligatory on state, communal, and county authorities. In the face of this uncompromisingly centralizing endeavor, the opposite effect in time resulted. In addition to the former regional archives, new local archival centers were established. Thus in Craiova, Oltenita, and Temesvár, new archival centers were established for the governorship. The old Roumanian border patrol archives were established at Naszód. The establishment of these was followed by plans for the Dobrogea and Szekler archives, the seat of the latter to be Marosvásárhely. The legislation pertaining to archives makes possible the existence in principle of independent archives in certain cultural centers where personnel and technical facilities are available for the proper handling of archival material. Thus there are separate municipal archives in Nagyszeben and Brassó in the district of the Saxon National Archives. The trend of development shows definitely that insofar as material means permit, local archives will be established for territories which in the past constituted administrative or historical units, or, in other words, which had certain characteristics of autonomy. The basis for this trend is partly the thought that local material should be kept in its original and natural environment and thus made available to local searchers and partly to avoid extreme centralization, which may be detrimental. Although it is true that centralization insures more expert administration of archival material and facilitates the work of the searcher considerably, it also makes orientation difficult in the materials and exposes the centralized collections to complete destruction by fire or by the eventualities of war or to other dangers, while in the decentralized system loss or damage would be only partial.

The archival centers mentioned above are not merely barren storage depositories, search rooms, or organs for the supervision of archives in their territories but are also cultural propaganda centers. As such they call attention to preservation of archival materials and serve as active centers of historical research. In their propaganda they work with the usual tools. The press, lectures, and exhibitions are used as possible popularizing and idea spreading media, nor is the personal element overlooked. The Bucharest administration has established an archival museum also at its central headquarters. In order to accomplish all these tasks, the state archives are collecting data pertaining to all archives including private archives. The state archives organization, in broadening its field of interest, maintains contact with societies serving similar aims, such as the Heraldry Commission, the Numismatic Society, the 'Old Bucharest' Association, and other organizations.

There is an academy of archives and palaeography which provides preparation for archival studies. Primarily, the purpose of this academy is the education of officials for the state archives and all other Roumanian archives, but it also serves to introduce university students of history to the methodology of archival research. Most of the scholarly productivity of this academy and of the personnel of the state archives found expression in the journal *Revista Arhivelor*, which, after its first appearance in 1929, was discontinued and resumed publication last year [evidently 1936] as an annual. In the interim of the suspension of its publication, various historical and archival studies were published as a result of the activity of the academy. Among the archival studies are a palaeography album, manuals of philology and of Slav-Roumanian palaeography, and a study in diplomatics with reference to Moldavian diplomas. The archival center has begun a collection of

diploma miniatures and ornamentations. The periodical publication of catalogues and inventories of extant materials has been planned. These publications are in process of preparation at present in accordance with the regulations promulgated for the state archives on the bases of post-World War experiences. All this, of course, entailed the expenditure of much effort and money. In the meantime it was necessary to perform one of the important archival duties, the selection and sorting of modern materials. This work is merely a beginning, as yet, because here, as in other countries, a satisfactory solution to this problem has not been found. What should be retained of the appalling quantity of papers resulting from modern official procedure? This question has proved to be the most difficult to solve.

Among the archival events of the past year a few of the more significant ones should be mentioned. During the past year very important manuscripts and documentary materials were returned from Moscow, which today form the most valuable collections of the Roumanian National Archives, of the Roumanian Academy, and other institutions. During the year new quarters were built for the Bucharest Academy and the library, manuscript, and documentary materials of the King Ferdinand I Foundation at Jasi. An important event was the moving of the state archives at Kolozsvár into its new quarters during the year. This is important because it has been possible to bring in only a small part of the collections from the outlying regions into the former congested quarters. In the new building a new era of transfers will begin and the important archival materials thus collected will open new perspectives to investigators in Transylvanian history.

No matter in what difficult position Roumanian archival affairs are today, the salutary development so far realized, the archival plans promising so much in their eventual realization, as well as the useful plans in preparation assure the future development of Roumanian archives."

OLEXIK, FERENC, *Az észt állami levéltár* (The Estonian State Archives), pp. 339-341.

A summary report of the activities of the *Riigi Keskarchiiv* based on its administrative report, *The Central State Archives, 1932-1937* (Tartu, 1937), published in Estonian and English.

PAULINYI, OSZKAR, Ludwig Bittner, pp. 315-321.

An account of the forty years of archival service of Dr. Ludwig Bittner, director of the *Haus-, Hof-, und Staatsarchiv* and head of the Austrian archival administration, upon the occasion of the sixtieth anniversary of his birth and the conferring of an honorary degree of the University of Berlin on February 19, 1937. *Historische Blätter*, VII (1937), is commemorative of this event.

VACZ, ELEMÉR, *A Magyar könyvtárosok és levéltárosok Egyesülete* (The Society of Magyar Librarians and Archivists), pp. 321-323.

A report of the three meetings of the Archives Section of this society which were held on May 11 and December 7 at the Magyar National Archives and on October 19 at the home offices of the Rimamurány-Salgótarjáni iron works, giving the names of authors and titles of papers read.

VÖRÖS, MARTON, *A svéd levéltárügy 1934-36-ban* (The Swedish archival service in 1934-1936), pp. 331-336.

A summary report of Swedish archival activities during 1934-1936, based in the main on the official publication *Meddelanden Från Svenska Riksarkivet* of the Swedish state archives.

OLGA P. PALMER